



## REQUEST FOR PROPOSAL

UNITED NATIONS CHILDREN'S FUND (UNICEF)  
wishes to receive proposals for

**Seasonal Influenza Virus Vaccine,  
Northern Hemisphere Influenza Season 2021/22**

FOR DELIVERY IN 2021

RFP-DAN-2020-503265

EMAILED PROPOSALS must be sent to the email [supplybid@unicef.org](mailto:supplybid@unicef.org) up to 16h00 hours (Copenhagen time) on 6<sup>th</sup> January 2021. Proposals sent to a different email will be **INVALIDATED**, even if received before the stipulated deadline.

**PROPOSALS RECEIVED IN ANY OTHER MANNER WILL BE INVALIDATED**

Prepared by: Ms. Miho Abe  
Contracts Officer

Handwritten signature of Ms. Miho Abe in black ink.

Approved by:

Handwritten signature of Ms. Ann Ottosen in black ink.

Ms. Ann Ottosen  
f/OIC Chief of Vaccine Centre  
Supply Division, UNICEF

Handwritten signature of Ms. Katinka Rosenbom in black ink.

Ms Katinka Rosenbom  
Chief, Contracting Centre  
Supply Division, UNICEF

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## **PART I – PURPOSE OF THIS REQUEST FOR PROPOSAL**

### **1. PURPOSE**

- 1.1. UNICEF promotes the rights and wellbeing of every child in everything we do. Together with our partners, we work in 190 countries and territories to translate that commitment into practical action, focusing special effort on reaching the most vulnerable and excluded children, to the benefit of all children, everywhere. The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children’s rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favouritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society’s most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfil their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.
- 1.2. UNICEF vaccine procurement is guided by the principle of Vaccine Security: the sustained, uninterrupted supply of affordable vaccines of assured quality.
- 1.3. The purpose of this Request for Proposal (RFP) is to invite proposals for WHO pre-qualified 2021/22 Northern Hemisphere (NH) seasonal influenza vaccines. The demand forecast is detailed in 2.3 below.

### **2. BACKGROUND**

#### 2.1. Procurement objectives

Following this RFP-DAN-2020-503265, UNICEF aims to engage with awarded supplier(s) to:

- a) Ensure availability of quality supply, with known lead times for the countries forecasting and procuring through UNICEF.
- b) Maintain lowest possible price for the countries that procure Seasonal Influenza Vaccine through UNICEF.

#### 2.2. Vaccine composition

WHO publishes the recommended composition of NH influenza virus vaccines in February every year. UNICEF requests suppliers to refer to the WHO website

(<https://www.who.int/influenza/vaccines/virus/en/>) for the vaccine composition and specification once it is published.

### 2.3. Demand Forecast

This RFP includes the current forecasted demand to be procured through UNICEF, as summarized in the table below. Should there be an upward variation in demand during the duration of the RFP, UNICEF will confirm with Bidders whether their offers could be extended to cover such additional requests.

**Table 1. Demand Forecast for 2021/22 NH seasonal influenza vaccine**

Country	Valency	Presentation	Qty. dose	Qty. vial	Age indication	Requested delivery date	Funding source
Albania	Quadrivalent	10-dose vial	34,000	3,400	Adult	Early September 2021	Task Force
Armenia	Quadrivalent	1-dose vial	210,000	210,000	≥ 5 years	Early September 2021	Government
Armenia	Quadrivalent	10-dose vial	20,000	2,000	Adult	Early September 2021	Task Force
Bhutan	Trivalent	10-dose vial	146,000	14,600	≥ 6 months	Early September 2021	Government
Bhutan	Quadrivalent	10-dose vial	15,200	1,520	Adult	Early September 2021	Task Force
Cote d'Ivoire	Quadrivalent	1-dose vial	34,331	34,331	≥ 2 years	October 2021	Government
Georgia	Quadrivalent	1-dose vial	170,000	170,000	≥ 6 months	Early September 2021	Government
Kosovo	Quadrivalent	1-dose vial	350,000	350,000	≥ 6 months	Early September 2021	Government
Kyrgyzstan	Quadrivalent	10-dose vial	60,000	6,000	Adult	Early September 2021	Task Force
Kyrgyzstan	Quadrivalent	10-dose vial	472	472	Adult	October 2021	UN
Moldova	Quadrivalent	10-dose vial	50,000	5,000	Adult	Early September 2021	Task Force
Mongolia	Quadrivalent	10-dose vial	300,000	30,000	≥ 6 months	August 2021	Government
Mongolia	Quadrivalent	10-dose vial	60,600	6,060	Adult	Early September 2021	Task Force
North Macedonia	Quadrivalent	10-dose vial	30,500	3,050	Adult	Early September 2021	Task Force
Palestine	Quadrivalent	10-dose vial	75,000	7,500	Adult	August 2021	Government
Tajikistan	Quadrivalent	10-dose vial	40,000	4,000	Adult	Early September 2021	Government
Tajikistan	Quadrivalent	10-dose vial	33,000	3,300	Adult	Early September 2021	Task Force
Turkmenistan	Quadrivalent	1-dose vial	400,000	400,000	≥ 6 months	August 2021	Government
Oman	Quadrivalent	1-dose vial	200,000	200,000	Adult	Early September 2021	Government
Ukraine	Quadrivalent	10-dose vial	30,000	3,000	Adult	Early September 2021	Task Force
Vietnam	Quadrivalent	10-dose vial	74,000	7,400	Adult	Early September 2021	Task Force
Unspecified	Quadrivalent	10-dose vial	500,000	50,000	≥ 6 months	October 2021	Government
<b>TOTAL QUANTITIES REQUIRED</b>			<b>2,833,103</b>	<b>1,511,633</b>			

UNICEF may issue an update to the demand forecast in case the forecast changes substantially.

## PART II – PROPOSAL SUBMISSION PROCESS

### 1. PROPOSAL SUBMISSION SCHEDULE

#### 1.1 Acknowledgement of receipt of RFP.

Bidders are requested to inform UNICEF as soon as possible by e-mail to the Procurement Assistant, Ms. Kareen Emmeh Anchia at [kanchia@unicef.org](mailto:kanchia@unicef.org), with a copy (CC) to the Contracts Officer, Ms. Miho Abe at [mabe@unicef.org](mailto:mabe@unicef.org) that they have received this RFP.

**IMPORTANT: PROPOSALS ARE NOT TO BE SENT TO THE INDIVIDUAL STATED ABOVE – ANY PROPOSALS SENT TO THE ABOVE-NAMED INDIVIDUAL WILL BE DISQUALIFIED.**

#### 1.2 Questions from Bidders.

Bidders are required to submit any questions in respect of this RFP by email to the Procurement Assistant, Ms. Kareen Emmeh Anchia at [kanchia@unicef.org](mailto:kanchia@unicef.org), with copy (CC) to the Contracts Officer, Ms. Miho Abe at [mabe@unicef.org](mailto:mabe@unicef.org). The deadline for receipt of any questions is five (5) calendar days before the Proposal Submission Deadline.

Bidders are required to submit questions in writing and to keep all questions as clear and concise as possible.

UNICEF will compile the questions received. UNICEF may, at its discretion, at once copy any anonymized question and its reply to all other invited Bidders and/or post these on the United Nations Global Marketplace (UNGM) website <https://www.ungm.org/> and/or respond to the question at a bid conference. Information provided orally will not be considered in any way as a change in the RFP.

#### 1.3 Errors or Ambiguities in the RFP. Each Bidder acknowledges that UNICEF, its directors, employees and agents make no representations or warranties (express or implied) as to the accuracy or completeness of this RFP or any other information provided to the Bidders. Bidders are expected to immediately notify UNICEF in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies or other faults in any part of the RFP, providing full details. Bidders will not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.

#### 1.4 Amendments to RFP. At any time prior to the Submission Deadline, UNICEF may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP by amendment. If the RFP was available publicly online, amendments will also be posted publicly online. Further, all prospective Bidders that have received the RFP directly from UNICEF will be notified in writing of all amendments to the RFP. In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing their Proposals, UNICEF may, at its sole discretion, extend the Submission Deadline.

1.5 **Samples. When sending samples for this solicitation, please avoid shipping under cold chain.**

Sample packaging materials are required for this solicitation process for technical review. Each Proposal must include, with regard to each vaccine offered in the Proposal, three (3) samples of each of the following:

- Vaccine primary container including closure and label
- Vaccine diluent/buffer primary container, if applicable
- Vaccine dropper or any other device and material to be provided in the secondary packaging, if applicable
- Vaccine inserts
- Inner box

Samples must be sent to UNICEF at the following address (please note that samples can be sent at ambient temperature):

UNICEF Supply Division  
Oceanvej 10-12  
DK – 2150 Copenhagen  
Denmark  
Attention: Vaccine Center, Procurement Assistant, Ms. Kareen Emmeh Anchia

If the samples provided are different from those submitted to WHO for pre-qualification, the differences should be explained.

Samples should be marked with the RFP number (stated on the front page of this document) and mailed to the address below, arriving at UNICEF's address above no later than the deadline for submitting Proposals.

Failure to provide samples in accordance with the instructions requested under this Section 1.5 may result in invalidation of the Proposal.

1.6 **Submission Deadline.** The deadline for submission of Proposals is as indicated on the front page of this document.

Any Proposals received by UNICEF after the Submission Deadline will be rejected.

1.7 **Proposal opening.** The Officer of the Bid Section will print the Proposal when the specified time has arrived, and no Proposal received thereafter will be considered. UNICEF will accept no responsibility for the premature opening of a Proposal which is not properly addressed or identified. Due to the nature of this RFP, there will be no public opening of Proposals.

## **2. PROPOSAL AND ANSWERING SHEETS**

- 2.1 Bidders are invited to develop a proposal (the "Proposal") that is responsive to the requirements listed in this RFP and provides a comprehensive explanation of the offer being made. The Proposal must include a signed PROPOSAL FORM. ANSWERING SHEETS have been provided to assist in the organization of the Proposal.
- 2.2 Bidders are expected to fully utilize the opportunity of an RFP to include all relevant information in the Proposal including procurement and contracting methodologies which allows the Bidder to best contribute to achieving the procurement objectives.
- 2.3 The Bidder must provide sufficient information in the Proposal to address each area of evaluation to ensure that a fair assessment of the Proposal can be conducted.
- 2.4 Only the forms and answering sheets provided in Part VII should be used to present the various aspects of the Proposal. Supplementary information can be provided on each of the answering sheets:
  - PROPOSAL FORM
  - TECHNICAL AND FINANCIAL MANDATORY REQUIREMENTS SHEET
  - QUALITATIVE PROPOSAL SHEET
  - QUANTITATIVE PROPOSAL SHEET(S)
  - PACKING DETAILS SHEET(S)
  - COMMERCIAL TERMS SHEET
  - VACCINE REGISTRATION IN COUNTRIES
- 2.5 The Proposal should, at a minimum:
  - Include the statement of acceptance of the RFP and certify the date of validity of the Proposal (PROPOSAL FORM).
  - Contain all the requested information on mandatory requirements for offered products (TECHNICAL AND FINANCIAL MANDATORY REQUIREMENTS SHEET). Guidance on completing this answering is included with the answering sheet.
  - Contain qualitative information on account management, proven experience and past performance (QUALITATIVE PROPOSAL SHEET). Guidance on completing this answering is included with the answering sheet.
  - Define the proposed vaccine (QUANTITATIVE PROPOSAL SHEET), including the proposed shelf life, quantities offered, calendar of projected availability and price in accordance with the technical requirements.
  - Contain packing details for each vaccine presentation offered (PACKING DETAILS SHEET).
  - Provide explanations to any requirements or request for exceptions or clarification on the COMMERCIAL TERMS SHEET.
- 2.6 Bidders are invited to offer alternative products and presentations in response to this RFP. An additional blank ALTERNATIVE PROPOSAL SHEET is available for Bidders who wish to offer alternative vaccine presentation(s). It can be submitted in several copies if multiple alternatives will be offered. For each alternative Proposal sheet, information requested under 2.5 is required to be provided.

### **3. LANGUAGE**

- 3.1 The Proposal prepared by the Bidder and all correspondence and documents relating to the Proposal exchanged by the Bidder and UNICEF, will be written in English. Supporting documents and printed literature provided by the Bidder should also be provided in English.

### **4. VALIDITY OF PROPOSALS; MODIFICATION AND CLARIFICATIONS; WITHDRAWAL**

- 4.1 Validity Period. Bidders must indicate the validity period of their Proposal. Proposals should be valid for a period through to 30 June 2021. UNICEF may request the validity period to be extended. A Proposal valid for a shorter period of time may not be further considered. The Proposal of Bidders who decline to extend the validity of their Proposal will become disqualified as no longer valid.
- 4.2 Corrections and Other Changes to the Proposal. All corrections or other changes to a Proposal must be received by UNICEF prior to the Submission Deadline. The Bidder must clearly indicate that the revised Proposal is a modification and supersedes the earlier version of their Proposal and clearly state and explain the changes from the original Proposal. Erasures or other corrections in the Proposal must be explained and the signature of the Bidder shown alongside.
- 4.3 Withdrawal of Proposal. A Proposal may be withdrawn by the Bidder on e-mailed, faxed or written request received by UNICEF's Bid Section from the Bidder prior to Submission Deadline. Negligence on the part of the Bidder confers no right for the withdrawal of the Proposal after it has been opened.

### **5. ELIGIBILITY; BIDDER INFORMATION**

- 5.1 Bidder. The term "Bidder" refers to those companies that submit a Proposal pursuant to this RFP and "Proposal" refers to all the documents provided by the Bidder in its response to this RFP. A Bidder will only be eligible for consideration if it complies with the representations set out in Part V of this RFP-DAN-2020-503265, including the representations on ethical standards and conflicts of interest.
- 5.2 Registration as a UNICEF Supplier. UNICEF is part of the United Nations Global Marketplace (UNGM). All Bidders must be registered as a UNICEF Supplier through the UNGM prior to submitting a Proposal in response to this RFP. This must be done via the UNGM website at <http://www.ungm.org>. UNICEF will not accept Proposals from Bidders that are not registered in this way. Bidders must include their UNGM registration number in the *Technical and Financial Mandatory Requirements Answering Sheet*.

Simultaneously with application to UNGM, Bidders must submit their most recent Audited Financial Statement and Quality System Certificate to the UNICEF Quality Assurance Supplier Evaluation Unit, UNICEF Supply Division, Oceanvej 10-12, 2150, Copenhagen, Denmark. This information will be used by UNICEF for evaluation and

approval purposes before making an award. It is in the interest of the Bidders to provide information as complete as possible, as awards will only be made to suppliers which meet UNICEF's supplier selection criteria (see the *TECHNICAL AND FINANCIAL MANDATORY REQUIREMENTS ANSWERING SHEET*).

UNICEF reserves the right at any time to require updated information from Bidders that have previously registered with UNGM.

### 5.3 Joint Venture, Consortium or Association.

- (a) If the Bidder is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal, each such legal entity will confirm in their joint Proposal that:
  - (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this will be evidenced by a Joint Venture Agreement among the legal entities, which will be submitted along with the Proposal; and
  - (ii) if they are awarded the Purchase Order, the designated lead entity, who will be acting for and on behalf of all the member entities comprising the joint venture, will enter into the contract with UNICEF.
- (b) After the Proposal has been submitted to UNICEF, the lead entity identified to represent the joint venture will not be altered without the prior written consent of UNICEF.
- (c) If a joint venture's Proposal is selected for an award, UNICEF will award the Purchase Order to the joint venture, in the name of its designated lead entity. The lead entity will accept the Purchase Order for and on behalf of all other member entities.

The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of this RFP, both in the Proposal and the joint venture agreement. All entities that comprise the joint venture will be subject to the eligibility and qualification assessment by UNICEF.

- 5.4 Proposals from Government Organizations. The eligibility of Bidders that are wholly or partly owned by the Government may be subject to UNICEF's further evaluation and review of various factors such as being registered as an independent entity, the extent of Government ownership/share, receipt of subsidies, mandate, access to information in relation to this RFP, and other factors.

## 6. **PREPARATION OF PROPOSAL**

- 6.1 It is the responsibility of Bidders to inform themselves in preparing their Proposal. In this regard, the Bidders must:
- Examine all terms, requirements and formal submission instructions included in the RFP (including the Instruction to Bidders section);
  - Review the RFP to ensure that they have a complete copy of all documents;
  - Examine all of the Mandatory Technical Requirements and Other Mandatory Requirements;
  - Review the UNICEF General Terms and Conditions of Contract (Goods) for the supply of Goods attached to this RFP (and also publicly available on the UNICEF Supply website: [http://www.unicef.org/supply/index\\_procurement\\_policies.html](http://www.unicef.org/supply/index_procurement_policies.html));
  - Review the UNICEF policies publicly available on the UNICEF Supply website: [http://www.unicef.org/supply/index\\_procurement\\_policies.html](http://www.unicef.org/supply/index_procurement_policies.html). In particular, Bidders should familiarize themselves with the obligations imposed on suppliers and their personnel and sub-contractors under the UNICEF Policy Prohibiting and Combatting Fraud and Corruption and the UNICEF Policy on Conduct Promoting the Protection and Safeguarding of Children;
  - Fully inform and satisfy themselves as to requirements of any relevant authorities and laws that apply, or may in the future apply, to the supply of the goods.
- 6.2 Failure to meet all requirements and instructions in the RFP or to provide all requested information will be at the Bidder's own risk and may result in rejection of the Bidder's Proposal.
- 6.3 The Proposal must be organized to follow the format of this RFP. Each Bidder must respond to the stated requests or requirements and indicate that the Bidder understands and confirms acceptance of UNICEF's stated requirements. The Bidder should identify any substantive assumption made in preparing its Proposal. The deferral of a response to a question or issue to any contract negotiation stage (if any) is not acceptable. Any item not specifically addressed in the Proposal will be deemed as accepted by the Bidder. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will affect the evaluation of the Proposal.
- 6.4 Proposals must be clearly marked with the RFP number. Failure to do so may result in the Proposal being invalidated.
- 6.5 Answer sheets must be completed in full by the Bidder.
- 6.6 The completed and signed Proposal Form must be submitted together with the Proposal. The Bid Form must be signed by a duly authorized representative of the Organization/Company.

EMAILED PROPOSALS should be sent to: **supplybid@unicef.org not later than the specified date and time on the cover page of this Request for Proposal.** Proposals sent to any other email or sent after the deadline will be invalidated.

EMAILED PROPOSALS instructions:

All e-mail communication in relation to the Proposal must clearly indicate the reference RFP number and the company name in the "Subject" line of the e-mail.

The Proposal Form is sent as a scanned copy of an original signed form in PDF format.

Ensure the "acknowledge receipt" of your Proposal is received after the e-mail submission. The subject line of an "acknowledge receipt" will show "UNICEF Supply Division - Bid confirmation. Ref: "Name of Company X".

Attachments must be maximum 25 megabytes per email and submitted in PDF format. Larger attachments and attachments other than PDF format will not be accepted.

No other recipient should be "cc" or "bcc" in the email submission.

- 6.7 Each Bidder acknowledges that its participation in any stage of the solicitation process for this RFP is at its own risk and cost. The Bidder is responsible for, and UNICEF is not responsible for, the costs of preparing its Proposal or response to this RFP, submission of any samples, attendance at any bid conference, site visit, meetings or oral presentations, regardless of the conduct or outcome of the solicitation process.

**7. PROPOSAL DOCUMENTS; CONFIDENTIALITY**

- 7.1 This RFP, together with all Proposal documents provided by the Bidder to UNICEF, will be considered the property of UNICEF and will not be returned to the Bidders.

- 7.2 Information contained in the Proposal documents, or otherwise provided by the Bidder in connection with the Proposal, will be treated as confidential unless otherwise noted by the Bidder, except that:

UNICEF will make details of each award public as described in Section 2.5 of Part III below.

**8. MULTIPLE PROPOSALS AND PROPOSALS FROM RELATED ORGANIZATIONS; JOINT VENTURES**

Multiple Proposals not Permitted

- 8.1 Except for alternative Proposals submitted in accordance with Section 2.6 of this Part II, Bidders will not submit more than one Proposal as part of this solicitation process.
- 8.2 If the Bidder is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal then neither the lead entity nor the member entities of the joint venture may submit another Proposal, either in its own capacity or as a lead entity or a member entity for another joint venture submitting another Proposal.

## 9. EXPERIENCE AND PAST PERFORMANCE; PROPOSED QUANTITIES

*All information in response to this Section 9 should be provided in the Qualitative Proposal Answering Sheet.*

9.1 Experience in Vaccines Supply and Delivery. The Bidder will demonstrate proven experience and qualification in the supply and delivery of the vaccines being proposed. The Bidder should provide the following information:

- Number of years of production and delivery by vaccine (quantities).
- Customer reference list by vaccine. This should include customer contact names and communication information (phone/e-mail/fax) (applicable to all Bidders with less than 3 years' experience as a UNICEF Supplier); and
- Names of regulatory bodies where products are registered, and date of original registration.

The Bidder may also supply other information as it considers appropriate in order to demonstrate proven experience and qualification in the supply and delivery of the vaccines being proposed.

9.2 Past Performance Record. Bidders that have not previously supplied to UNICEF must demonstrate that they have been able to provide on-time deliveries and maintained production schedules; they must also specify the time period over which the on-time delivery performance has been measured. UNICEF will also review the past performance of former and current suppliers to UNICEF by reference to criteria set out in Part III, Section 1. All Bidders are expected to advise UNICEF of their annual production quantity.

9.3 Past Performance Record of Joint Ventures. Where a joint venture is presenting its track record and experience in a similar undertaking as those required in this RFP, it should present such information in the following manner:

- (a) Those that were undertaken together by the joint venture; and
- (b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the activities defined in this RFP.

## 10. PRODUCT DETAILS, QUANTITIES AND PLANS

*All information in response to this Section 10 should be provided in the Qualitative Proposal Answering Sheet.*

10.1 Reasonable Proposed Quantity. If the proposed quantity is disproportionately high compared to past years' annual production quantity, the Bidder will demonstrate, that it is able to supply the quantity being proposed by it to UNICEF during the quoted timeframe. The Bidder will also advise UNICEF of the current annual production

quantity. WHO/PQT may evaluate the capacity of the Bidder to supply the proposed quantity as part of the technical evaluation of the Proposal.

- 10.2 National Regulatory Licensure Requirements by the Importing Governments. Bidders are expected to undertake all reasonable efforts to ensure products are registered in the countries that require registration prior to use and to keep UNICEF informed of the progress and development of the same. In addition to the information on existing registrations required under Section 9.1, Bidders are requested to provide information on planned and pending registrations and intent to maintain existing registrations upon expiry.
- 10.3 Country of Origin. Bidders shall advise of the country of origin of Vaccines offered, including that for Vaccines produced in countries other than that of the Bidder must be indicated, stating the country of origin. Bidders may be required to submit a Certificate of Origin of Goods issued by the Chamber of Commerce or other equivalent authority.
- 10.4 Sub-contractors. Bidders must identify in their Proposal any products which may be offered by themselves but originate from another supplier and/or country. All sub-contracting arrangements will be reviewed by UNICEF as part of its evaluation of the Proposal. In addition, all Bidders not producing the vaccine offered or their own vaccine bulk concentrate must indicate the source(s) for the vaccine quantity offered. Bidders will provide evidence of the contractual agreements for the quantities being offered. Furthermore, the Bidder must confirm that the quantities offered do not violate any contractual commitments made between the Bidder and the vaccine or bulk concentrate manufacturer.
- 10.5 Catalogues. Bidders, who have not already done so, are kindly requested to include a copy of their current catalogue or list of product offering in their Proposal.

## **11. ACCOUNT MANAGEMENT**

*All information in response to this Section 11 should be provided in the Qualitative Proposal Answering Sheet.*

- 11.1 The Bidder will provide UNICEF with organizational charts and names of the responsible persons within each of the following departments: Production, Quality Assurance, Governmental Affairs, Shipping/Logistics, Sales and Marketing, specifying the name(s) of the person(s) who will be the primary contact for UNICEF.
- 11.2 UNICEF expects the primary contact person(s) to be able to execute the appropriate account management which includes: accurate and reliable planning and forecasting, efficient order processing, accurate and complete documentation, close production follow up, facilitate timely submission to NRA for release and follow-up of the same, shipping and logistics as well as any other related issues including fast response time to inquiries. Communication and documentation shall be in English. The communication is seen as an important prerequisite for successful account

management and needs to be frequent, timely and accurate.

- 11.3 Manufacturers are not expected to have direct contact with recipient country Governments.

## PART III – EVALUATION OF PROPOSALS; AWARDS

### 1. EVALUATION OF PROPOSALS

1.1 Evaluation. The evaluation is carried out by UNICEF in accordance with UNICEF's regulations, rules and practices and all determinations are made in UNICEF's sole discretion.

After opening the Proposals, the Proposals will be evaluated as follows:

- General. The merits of each Proposal will be evaluated to assess its ability to support the objectives of this RFP as set out in Part I. UNICEF will evaluate each Proposal to determine whether the products offered are acceptable commercially and technically and are of the required quality.
- Review of Compliance with Mandatory Requirements. Each Proposal will be evaluated for compliance with the mandatory requirements of this RFP. Compliance with the Mandatory Technical Requirements will be evaluated by WHO. Compliance with all other mandatory requirements will be evaluated by UNICEF. Proposals deemed not to meet all of the mandatory requirements will be considered non-compliant and rejected at this stage without further consideration. Failure to comply with any of the terms and conditions contained in this RFP, including, but not limited to, failure to provide all required information, may result in a Proposal being disqualified from further consideration. If the Proposal is deemed interesting in its potential ability to support the objectives of this tender and meets the Mandatory Technical Requirements, except that the product is not WHO pre-qualified, UNICEF will proceed as outlined in Part IV Section 15.
- Evaluation of Quantitative and Qualitative Content. All the quantitative and qualitative information requested and the related evaluation criteria are provided in the table below. During this evaluation, the nature of the commercial proposal will be studied and compared to the evaluation criteria. In order to determine to what extent a Proposal is found satisfactory, all quantitative data will be evaluated together with the qualitative data to determine how the factors presented in each Proposal will support the RFP objectives set out in Part I.
- Awards will be determined based on the following criteria:
  - Contribution to meeting the procurement objectives
  - Products meeting the technical specifications, including WHO pre-qualification
  - Timing of product availability in 2021
  - FCA Price

The detailed evaluation criteria to be used to assess the proposals are shown in the table 2.

**Table 2. The evaluation criteria**

<b>Overview of Quantitative Information</b>	
<b>Objective</b>	<b>Evaluation criteria</b>
Secure supply of Seasonal Influenza Vaccine, Northern Hemisphere, 2021/22 for earliest possible delivery in 2021 to meet the forecasted demand	<ul style="list-style-type: none"> <li>• Quantity offered</li> <li>• Timing of product availability in 2021</li> <li>• Delivery lead times upon PO placement for quantities requested</li> <li>• Shelf-life at time of delivery</li> <li>• Product presentation</li> <li>• Validity of offer</li> <li>• Minimum order quantity</li> </ul>
Achieve a price that is affordable for countries and donors.	<ul style="list-style-type: none"> <li>• Price per dose (FCA price nearest international airport), including VVM and cold chain monitors</li> <li>• Alternative offers providing additional beneficial affordability/prices/commercial terms</li> <li>• Payment terms</li> </ul>
<b>Overview of Qualitative Information</b>	
<b>Objective</b>	<b>Evaluation Criteria</b>
Secure supply of Seasonal Influenza Vaccine, Northern Hemisphere, 2021/22 for earliest possible delivery in 2021 to meet the forecasted demand	<ul style="list-style-type: none"> <li>• WHO prequalified vaccine</li> <li>• Supplier performance (existing Supplier) <ul style="list-style-type: none"> <li>○ Proven capacity to supply offered quantities</li> <li>○ Timeliness of purchase order acknowledgement</li> <li>○ Timeliness of notification of goods readiness</li> <li>○ Timeliness of delivery</li> </ul> </li> <li>• Proven experience and qualification in the supply and delivery of the vaccines being proposed - Number of years of production and quantities delivered; Customer reference list (applicable for all suppliers with less than 3 years' experience as a UNICEF supplier);</li> <li>• Names of regulatory bodies where products are registered and date of original registration,</li> <li>• Willingness to include a Vaccine Arrival Report as part of shipping documents</li> <li>• Agreement to publication of awarded prices and quantities</li> </ul>

1.2 **Minimum Order Quantity.** Bidders must declare in their Proposals if there will be any minimum order quantity(ies) for the vaccine(s) detailed in the schedule to this RFP. Any such minimum order quantities will be considered as part of the evaluation process.

1.3 **Clarifications Requested by UNICEF.** During the evaluation of Proposals, UNICEF may, in its sole discretion, seek clarifications from any Bidder in order for UNICEF to fully understand the Bidder's Proposal and assist in the examination, evaluation and comparison of Proposals. UNICEF may seek such clarifications through written communications or may request an interview with any Bidder.

1.4 **Interpretation of Errors.** UNICEF may seek clarification of any errors identified by it in

a Proposal. Absent satisfactory clarification, such errors will be interpreted by UNICEF in its sole discretion. In the case of errors in the extension price that are not clarified to UNICEF's satisfaction, unit price will govern.

- 1.5 References. UNICEF reserves the right to contact any or all references supplied by the Bidder(s) and to seek references from other sources as UNICEF deems appropriate.

## **2. AWARD**

- 2.1 Objectives of this RFP. Upon evaluation of all Proposals, the forecasted quantities for 2021 will be awarded to Bidders in accordance with the objectives of this RFP.

- 2.2 Negotiation. UNICEF reserves the right to negotiate with the Bidder(s) in support of achieving the procurement objectives of the RFP.

- 2.3 Award Notification. UNICEF will notify the Bidder(s) that has/have been awarded the Purchase Order(s) resulting from this solicitation process. UNICEF will also notify the other Bidders of the outcome of this solicitation process.

- 2.4 Award Debrief. Bidder(s) that do not receive an award may request a formal debriefing. During a debriefing, the strengths and weaknesses of the Proposal may be discussed. Details concerning the evaluation results of other Proposals will not be divulged, except in accordance with Section 2.5 below.

- 2.5 Award Publication. UNICEF will make each award public by publishing the following information on the UNICEF website: the Supplier name, vaccine(s), duration of the award, and total award value. UNICEF reserves the right to disclose the price and quantity information relating to any Purchased Orders resulting from this RFP. UNICEF may also make public the annual awarded Weighted Average Prices (WAPs) for each vaccine presentation.

- 2.6 Bidder Acknowledgement. The Bidder acknowledges and accepts the decision of UNICEF as to whether its Proposal meets the minimum requirements in this RFP and UNICEF's evaluation of the Proposal.

## **3. THE PURCHASE ORDER AND UNICEF'S GENERAL TERMS AND CONDITIONS OF CONTRACT (GOODS)**

- 3.1 UNICEF's General Terms and Conditions of Contract (Goods) which are attached at Annex A to this RFP will apply to any Purchase Orders awarded in connection with this RFP.

- 3.2 By signing the Commercial Terms Sheet without requested exceptions, each Bidder is deemed to have confirmed its acceptance of the UNICEF General Terms and Conditions (Goods).

#### **4. RIGHTS OF UNICEF**

4.1 UNICEF reserves the following rights:

- a) to accept any Proposal, in whole or in part; to reject any or all Proposals; or to cancel this solicitation process in its entirety and re-tender if it so chooses;
- b) to request additional information from the Bidder and to verify any information contained in Bidder's response (and the Bidder will provide UNICEF with its reasonable cooperation with such verification);
- c) to invalidate any Proposal received from a Bidder that, in UNICEF's sole opinion has previously failed to perform satisfactorily or complete contracts or Purchase Orders on time, or UNICEF believes is not in a position to perform the Purchase Order provided however that UNICEF's failure to invalidate a Proposal does not constitute an acceptance that the Bidder is in a position to perform any Purchase Order issued;
- d) to invalidate any Proposal that, in UNICEF's sole opinion, fails to meet the requirements and instructions stated in this RFP;
- e) to suspend negotiations or withdraw an award to a Bidder at any time up until a Purchase Order has been signed with such Bidder. UNICEF is not required to provide any justification but will give notice prior to any such suspension of negotiations or withdrawal of the award.
- f) to retender should the result of the tender be deemed nonresponsive by UNICEF.

4.2 UNICEF is not liable to any Bidder for any costs, expense or loss incurred or suffered by such Bidder in connection with this RFP or solicitation process, including, but not limited to, any costs, expense or loss incurred as a result of UNICEF exercising any of its rights in paragraph 4.1 above.

4.3 Each Bidder will permit UNICEF, either itself or through a designated representative entity, to have access to the facilities where the products offered are manufactured, at all reasonable times during the tender period to inspect the manufacturing site and processes for the production, quality control, quality assurance and packing of the products. The Bidder will provide reasonable assistance to the representatives for such appraisal, including copies of any documentation (including, but not limited to, test results or quality control reports) as may be necessary. The inspection may be carried out in conjunction with the appropriate national authority. Failure to do so may result in the rejection of the Proposal.

## **PART IV – MANDATORY TECHNICAL REQUIREMENTS**

### **1. COMPLIANCE WITH TECHNICAL SPECIFICATIONS AND WHO REQUIREMENTS**

- 1.1 The vaccines offered must meet all the World Health Organization (WHO) requirements currently in force. It should be understood that if WHO requirements are changed during the period of validity of the offer resulting from this RFP, the corresponding Supplier(s) will be required to implement such changes per agreed-upon timeline.
- 1.2 UNICEF reserves the right to reject any vaccine which does not conform to the required specifications, as per the terms contained in “Delivery not Acceptance: Consequences of Delayed Delivery and Non-Conforming Goods” under the UNICEF General Terms and Conditions (GTC) which are annexed to and constitute an integral part of the present RFP and any resulting Purchase Order(s)

### **2. WHO PRE-QUALIFICATION**

Only vaccines which are pre-qualified by WHO will be procured by UNICEF.

### **3. PRODUCTION AND TESTING**

- 3.1 The vaccines offered will be produced and tested in conformity with the requirements of national legislation and the following recommendations established by the World Health Organization (WHO), or any subsequent revisions <https://www.who.int/medicines/regulation/tsn/en/>.
- a) Good Manufacturing Practices for pharmaceutical products: main principles (WHO\_TRS\_986\_annex 2 GMP main principles)
  - b) Good manufacturing practices for sterile pharmaceutical products (WHO Technical Report Series No.961, 2011. Annex, 6)
  - c) Good Manufacturing Practices for Biological Products (WHO Technical Report Series No. 999, Annex 2, 2016)
  - d) Good Manufacturing Practices. Water for pharmaceutical use (WHO Technical Report Series No. 970, annex 2 (2012)
  - e) WHO good practices for pharmaceutical quality control laboratories (WHO Technical Report Series No. 957 Annex 1)
  - f) WHO good practices for pharmaceutical microbiology laboratories. WHO Technical Report Series, No. 961), Annex 2
  - g) Guidance on good data and record management practices (WHO Technical Report Series, No. 996, Annex 5 (2016))
  - h) WHO guidelines on quality risk management. WHO Technical Report Series, No. 981), Annex 2
  - i) Good Manufacturing Practices: Requirements for sampling of starting materials (WHO

- Technical Report Series No. 929, 2005. Annex 2)
- j) Supplementary guidelines on good manufacturing practices: validation. WHO Technical Report Series, No. 937), Annex 4
  - k) WHO guidelines for drafting a site master file. (WHO Technical Report Series, No. 961), Annex 14
  - l) Model guidance for the storage and transport of time-and temperature-sensitive pharmaceutical products. WHO Technical Report Series, No. 961), Annex 9
  - m) General Requirements for the Sterility of Biological Substances (WHO Technical Report Series No. 530, Annex 4, 1973), Amendment 1995 (WHO Technical Report Series No. 872, Annex 3, 1998)
  - n) Recommendations for the evaluation of animal cell cultures as substrates for the manufacture of biological medicinal products and for the characterization of cell banks (WHO Technical Report Series No. 978, annex 3, 2013)
  - o) WHO Guidelines on Nonclinical Evaluation of Vaccines (WHO Technical Report Series No. 927, Annex 1, 2005)
  - p) Guidelines on the nonclinical evaluation of vaccine adjuvants and adjuvanted vaccines (WHO Technical Report Series No. 987, annex 2, 2014)
  - q) Guidelines on Clinical Evaluation of Vaccines: Regulatory Expectations (WHO Technical Report Series No. TRS 1004, Annex 9, 2017)
  - r) Guidelines on stability evaluation of vaccines (WHO Technical Report Series No. 962, Annex 3, 2011)
  - s) Guidelines on the stability evaluation of vaccines for use under extended controlled temperature conditions (WHO Technical Report Series No. 999, Annex 5, 2016)
  - t) Guidelines on procedures and data requirements for changes to approved vaccines (WHO Technical Report Series No. 993, Annex 4, 2015)
  - u) Guidance on Variations to a Prequalified Vaccine [https://www.who.int/immunization\\_standards/vaccine\\_quality/PQ\\_VXA\\_Variations\\_V7.pdf?ua=1](https://www.who.int/immunization_standards/vaccine_quality/PQ_VXA_Variations_V7.pdf?ua=1)
  - v) Report of a WHO Consultation on Medicinal and other Products in relation to Human and Animal Transmissible Spongiform Encephalopathies (WHO/BLG/97.2)
  - w) WHO Guidelines on Transmissible Spongiform Encephalopathies in relation to Biological and Pharmaceutical Products <http://www.who.int/biologicals/publications/en/whotse2003.pdf?ua=1>

#### **4. VACCINES**

The offered vaccines must meet all the WHO requirements and recommendations currently in force. Bidders are requested to refer to the full specifications when published by WHO at: <https://www.who.int/influenza/vaccines/virus/en/>

In case the manufacturer has agreed with WHO that any supplementary material is to be provided together with the vaccine, UNICEF requests to receive samples of such material as well and they should also be available to be supplied to WHO on request.

#### **5. NATIONAL REQUIREMENTS**

- 5.1 It is recognized that, because of the special needs for vaccines for the developing countries, the specifications prepared for UNICEF by WHO may be more detailed than those given in the WHO Requirements, although they are not in conflict with them.
- 5.2 In those aspects where WHO GMP requirements are not detailed enough, other international guidelines will be followed by the manufacturer – e.g. those of the European Union (EU), PDA (Parenteral Drug Association), and United States Pharmacopoeia (USP) – and appropriate justification for the choice will be provided. In such cases WHO will assess against the standard used.

## **6. PROGRAMMATICALLY PREFERRED VACCINE CHARACTERISTICS**

Some vaccine characteristics have been identified as programmatic preferences, although they are not currently mandatory for acceptance for prequalification evaluation. These characteristics are described in WHO's guideline "Assessing the programmatic suitability of vaccines considered for WHO prequalification" (WHO/IVB/14.10). The below preferred characteristics will in particular be considered by UNICEF:

### **Labelling**

- a) Labelling is included in WHO's guideline "Assessing the programmatic suitability of vaccines considered for WHO prequalification" as preferred vaccine characteristics.
- b) Programmatic preference for Labels are that primary and secondary containers should be labelled according to the principles set out in TRS 996, Annex 2.

## **7. CHANGES IN FORMULATION, METHODS OR PROCESSES**

- 7.1 For WHO prequalified vaccines, changes introduced in formulation, in methods of manufacturing in facilities or in any other aspects of production which might result in a change of safety and/or efficacy of the vaccines, or which change the licensing agreement between the manufacturer and the National Regulatory Authority should be notified to the WHO's Prequalification Team (hereafter WHO PQT) in accordance with the WHO agreed timeframe. If the regulations of the country of manufacture do not require approval of the changes by the NRA, then the WHO PQT in Geneva should be consulted in a timely manner before the changes are introduced.
- 7.2 Such changes may require additional activities by WHO to assure continued compliance with WHO requirements.

## **8. LABELS AND PACKAGE INSERTS**

- 8.1 The labels on vaccine primary containers will be those approved by WHO and will be affixed with water-resistant adhesive so that the labels do not become loose or fall off. Labels should state the name of vaccine, name of manufacturer, lot number, dose

and mode of administration, expiry date, storage temperature, and number of doses per primary container. Expiry date and lot number will be printed on each primary container in indelible ink. Adsorbed vaccines will have the warning "DO NOT FREEZE".

- 8.2 The package insert will be that approved by WHO during prequalification or as revised and approved by WHO and will be printed at least in English, French, Portuguese and Russian. Spanish and Arabic are optional. Separate inserts in the language appropriate for the country of destination will be welcome. In all inserts the following should be inserted under "Description of vaccines". "The vaccine fulfils WHO requirements for..... (Name of vaccine)".
- 8.3 Diluent primary container labels will be affixed with water-resistant adhesive so that the labels do not become loose or fall off. They must be labelled with the same information as the label of the vaccine primary container, except that "Diluent for...vaccine" should replace the name of the vaccine, and dose and mode of administration should not be included.

## **9. CLOSURES**

Vaccines in vial presentations will be fitted with closures that conform to ISO standards 8362 (parts 2 through 7, as applicable). The container/closure system must be the same as submitted for prequalification.

## **10. VACCINE VIAL MONITORS (VVM)**

UNICEF requests vaccines with Vaccine Vial Monitors.

Vaccine vials should be fitted with Vaccine Vial Monitors (VVMs). VVMs should comply with WHO PQS Performance Specification (WHO/PQS/E06/IN05.2) or such updated version and in the PQS independent type-testing protocol (WHO/PQS/E06/IN05.VP.1). More information about VVM can be found here:  
[http://www.who.int/immunization\\_standards/vaccine\\_quality/vvm\\_10years\\_index/en/](http://www.who.int/immunization_standards/vaccine_quality/vvm_10years_index/en/)

## **11. BAR CODES**

With implementation latest 31st December 2021, bar codes are required on all packaging levels used by manufacturers for supply to UNICEF, with the exception of primary packaging. Bar codes shall conform to GS1 standards, allowing through a unique company prefix to identify vaccines available in the global supply chain from each manufacturer. The bar codes shall include Global Trade Item Number (GTIN), lot number and expiry date.

## **12. RELEASE CERTIFICATION**

Final acceptance of vaccines will be subject to lot release by the National Regulatory Authority (NRA) of the country of manufacture or the NRA of Record agreed to with WHO during review for prequalification. Lot release certificates must be based as a minimum on review of the lot summary protocols.

The lot release certificate issued by the NRA of Record stating that the vaccine lots supplied meet the relevant national and WHO requirements, should accompany each shipment. Copies should be provided, upon request, to WHO PQT.

Lot release certificates and Production and Control Summary Lot Protocols (according to WHO guidelines) will be provided, upon request, to consignees, UNICEF or WHO.

### **13. RETENTION OF SAMPLES AND TESTING**

Samples of each batch of vaccine supplied under the purchase orders resulting from this RFP will be retained by the corresponding Supplier until their expiry date. The number of samples to be retained for each type of vaccine is specified in the table below.

Vaccine	Number of samples
Seasonal Influenza Virus Vaccine, Northern Hemisphere Influenza Season 2021/22	20 vials each, with corresponding quantity of diluent

### **14. SHELF LIFE**

The vaccines supplied under the Purchase Orders resulting from this RFP will be supplied with the maximum shelf life possible consistent with current vaccine production technology and stability data.

### **15. ADVERSE EVENTS AND RECALLS**

In the execution of Purchase Orders resulting from this RFP, the corresponding supplier shall in case of:

#### **15.1 Adverse Events**

- a) The supplier shall comply with all applicable laws, regulations and requirements. This includes monitoring, reporting and any consequent modification of product information regarding vaccine safety required under national laws and regulations in the country of manufacture, in any other country in which the vaccine receives marketing authorisation and also as required to fulfil the conditions of WHO prequalification. The terms used surrounding adverse experiences shall have the meanings set forth in the International Conference on Harmonization (ICH) of

Technical Requirements of Pharmaceuticals for Human Use E2A Clinical Safety Data Management: Definitions and Standards for Expedited Reporting and the WHO Global Manual on Surveillance of Adverse Events Following Immunization.

- b) The supplier shall promptly inform WHO PQT and UNICEF of serious issues (actual or alleged) regarding vaccine safety and shall provide them with information sufficient to consider such issues. UNICEF shall promptly notify the supplier of serious adverse events involving the Supplier's vaccine of which they become aware.

#### 15.2 Quality complaints and recalls

- a) The supplier shall notify UNICEF of any quality complaints that it becomes aware of related to the vaccine delivered to UNICEF. If any circumstance or event may require or make reasonably appropriate any recall or withdrawal of the vaccine or any field alert regarding the vaccine, the supplier shall immediately notify WHO PQT and UNICEF and other appropriate entities. When a recall, withdrawal or field alert is required or appropriate, the supplier shall take all appropriate actions and shall bear all associated expenses.

### 16. **PACKING AND SHIPPING**

Packing/Shipping arrangements shall be in accordance with "Guidelines on the International Packaging and Shipping of Vaccines", ([https://apps.who.int/iris/bitstream/handle/10665/69368/WHO\\_IVB\\_05.23\\_eng.pdf;jsessionid=54E29FE1ADB0F528578C86839A819AAA?sequence=1](https://apps.who.int/iris/bitstream/handle/10665/69368/WHO_IVB_05.23_eng.pdf;jsessionid=54E29FE1ADB0F528578C86839A819AAA?sequence=1)) or any subsequent revisions. Detailed instructions regarding shipping and requirements for invoice and shipping documents shall be provided to the awarded Supplier as part of each Purchase Order.

Bidders should be informed that WHO is currently revising the 'Guidelines on the International Packaging and Shipment of Vaccines'. The revision is being conducted by WHO in consultation with industry. Any changes in requirements in the Guidelines will be implemented within a reasonable timeline.

All containers, invoices and shipping documents are to bear the expiry dates of the vaccine and appropriate storage temperatures.

### 17. **PACKING, PACKAGING, PACKING LIST, LABELLING AND SHIPPING. DANGEROUS GOODS INSTRUCTIONS**

The supplier will be required to comply with the requirements (as updated from time to time) for packing, packaging, packing list, and labelling Goods set out in the "[Guidelines on the International Packaging and Shipping of Vaccines](#)", ([WHO/IVB/05.23](#)) (or any subsequent revisions to such Guidelines) and the additional requirements (if any) for packing, packaging, packing list, and labelling Goods set out in the specifications for the Goods, the Mandatory Technical Requirements and the relevant Purchase Order. This includes those requirements that apply to dangerous

goods. The classification of Goods (including packaging) as “Dangerous Goods” is a Supplier responsibility and must be communicated to UNICEF when submitting the Proposal. For any Goods (including packaging) classified as Dangerous Goods, Bidders must submit all relevant Material Safety Data Sheets indicating accurate classification for transport purposes, storage, labelling and shipping requirements when submitting the Proposal.

The supplier will also be required to comply with the instructions for markings of the Goods set out in the specifications for such Goods and the relevant Purchase Order.

The supplier’s costs of complying with the requirements of this Section 19 will be the sole responsibility of the supplier.

#### **18. PACKING OF DILUENT FOR RECONSTITUTED VACCINES**

The packed quantity per box of the diluent vials of a vaccine should be equal to the packed quantity per box of the vaccine vials.

#### **19. GROSS WEIGHT AND VOLUME**

Bidders are required to state the total estimated gross weight and volume of the vaccines offered as part of the PACKING DETAILS SHEET.

#### **20. TRANSPORT AND STORAGE**

All shipments of vaccines on behalf of UNICEF will be arranged through UNICEF designated freight forwarders, unless otherwise specified. The awarded supplier will contact and provide assistance and all documents to the UNICEF designated freight forwarder well in advance of the scheduled delivery date. Any expected delay in delivery of the shipment will be communicated to UNICEF and the UNICEF designated freight forwarder without delay.

#### **21. STANDARD DOCUMENTS**

In the execution PO(s) resulting from this RFP, the supplier will submit to the UNICEF Freight Forwarder the following documentation:

- a) Invoice;
- b) Packing list; the Packing List must clearly indicate the Purchase Order item number(s) contained in each package, a description of the Goods, their value, quantity, gross weight, volume in cubic meters, dimensions and markings, expiry date of vaccine, and appropriate storage temperature;
- c) Release certificate issued by the National Regulatory Authority of the country of manufacture for each lot of vaccine supplied;
- d) If applicable, hazardous Goods documents, such as in the case of use of dry ice;
- e) Any other documents as specified in each Purchase Order.

**22. TIME TEMPERATURE MONITORING DEVICE**

In order to monitor the cold-chain during international transit to Government central stores of vaccines manufacturers are requested to include WHO PQS prequalified electronic shipping indicators (E06 category) in each and every shipping carton. These devices meeting WHO requirements for international shipments can be found at the following site:

[http://www.who.int/immunization\\_standards/vaccine\\_quality/pqs\\_e6\\_temp\\_monitoring/en/](http://www.who.int/immunization_standards/vaccine_quality/pqs_e6_temp_monitoring/en/)

**23. VACCINE ARRIVAL REPORT (VAR)**

Manufacturers will include a Vaccine Arrival Report together with the other shipping documentation in shipping box number one. The current VAR will be provided by UNICEF upon award. An example VAR is included in the Guidelines on the International Packaging and Shipping of Vaccines, WHO/IVB/05.23.

[http://apps.who.int/iris/bitstream/10665/69368/1/WHO\\_IVB\\_05.23\\_eng.pdf](http://apps.who.int/iris/bitstream/10665/69368/1/WHO_IVB_05.23_eng.pdf)

**24. DELIVERY PREPARATION LEAD-TIME**

Bidders will indicate, as part of the QUANTITATIVE PROPOSAL SHEET, the delivery preparation lead-time for each vaccine and presentation after receipt of an order. Delivery preparation lead-time includes time to complete administrative arrangements, including documentation, packing and marking. The maximum lead time should not exceed 30 days for orders aimed at routine immunization programmes or preventative vaccination campaigns.

## PART V – OTHER MANDATORY REQUIREMENTS

### 1. PRICES AND DISCOUNTS

*Except as otherwise stated in this Section, all pricing information must be included in the Quantitative Proposal Sheet.*

- 1.1 Pricing based on Delivery Term. Bidders are requested to provide unit pricing in accordance with the following delivery terms (INCOTERMS 2020):

#### **FCA – FCA named airport [SPECIFY NAME OF AIRPORT]**

Failure to quote in accordance with the requested INCOTERMS may, in UNICEF's discretion, result in invalidation of the Proposal.

- 1.2 Currency. The currency of the proposal shall be either 1) US Dollars or 2) US Dollars and EURO. Bidders wishing to offer in EURO are requested to offer one price in US Dollars and one price in EURO, leaving it to UNICEF's sole discretion to determine which price to accept and consider for award. For evaluation purposes, the EURO price will be converted to US Dollars using the United Nations currency exchange rate on the deadline date for receipt of proposals.
- 1.3 Inclusive Pricing. Pricing should include the cost of packaging and packing the Goods and all temperature monitoring devices in accordance with the packaging and packing requirements set out in the Mandatory Technical Requirements. Bidders are requested to specify the price implications of temperature monitoring devices in the *Packing Details Answering Sheet*. Unit pricing must include the price of VVM.
- 1.4 Maximum Pricing. Prices offered by Bidders, will constitute maximum ceiling prices and cannot be increased for the duration of the tender period and during the validity of Proposal. Prices may be reduced at any time.
- 1.5 Taxes. Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNICEF as a subsidiary organ, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All prices quoted in the Proposal must be net of any direct taxes and any other taxes and duties, unless otherwise specified in this RFP.
- 1.6 Most Favoured Customer. By submitting a Proposal, we certify that UNICEF, for Purchase Orders resulting from this Request for Proposal, is not being charged more than other clients for similar equipment and similar quantities and within similar circumstances.
- 1.7 Discounts. Bidders are requested to advise as to:

- a) Quantity / volume discounts, in form of large quantity / volume discounts and staircase pricing (i.e. varying prices according to different quantities procured)
- b) Early payment discounts, i.e. payment within a specified period of time faster than UNICEF's standard payment term of 30 days net;
- c) Any other unconditional discounts.

Any discount offered in the successful Proposal will be reflected in the awarded Purchase Order and will be applied in the affected Purchase Orders issued.

- 1.8 Payment Terms. Invoices may be issued to UNICEF only after the delivery terms of the Purchase Order (as issued in accordance with the provisions of the Purchase Order) have been fulfilled. The standard terms of payment are net 30 days, after receipt of invoice and required supporting documentation. Payment will be effected by bank transfer in the currency of the Purchase Order.

## **2. DELIVERY TERMS AND DELIVERY LEAD TIME; LIQUIDATED DAMAGES**

*Except as otherwise stated in this Section, all information required in this Section must be included in the Quantitative Proposal Sheet.*

- 2.1 The Purchase Orders issued as a result of this RFP requires that the Supplier comply with the applicable INCOTERM and all other delivery terms and instructions stated in the relevant Purchase Order. With respect to the definition of "INCOTERMS" in the UNICEF General Terms and Conditions of Contract (Goods), the applicable version of the "INCOTERMS" will be the most-recently issued version of the INCOTERMS at the issuance date of the Purchase Order; provided however that if a new version of the INCOTERMS is issued after the issuance date of the Purchase Order, the Parties will in good faith consult with each other on the implications for the Purchase Order with a view to adopting such new version.
- 2.2 The Supplier will be expected to comply with the delivery date specified in the Purchase Order. Bidders should therefore indicate the realistic lead-time for delivery for each vaccine offered (subject to quantities). "Delivery lead-time" is the period from the date of receipt of a Purchase Order by the Supplier to the date of delivery of the Goods in accordance with the applicable delivery term and instructions specified in the relevant Purchase Order and includes the period for packing the products, delivery in accordance with the specified delivery term and provision of all documentation required in connection with such delivery. UNICEF will monitor and measure the performance of the Supplier, including by measuring performance against the lead-time indicated in its Proposal, and reflected as delivery date in the Purchase Order.
- 2.3 The Supplier's obligations in respect of delay in delivery of Goods, including (but not limited to) obligations to notify UNICEF of delay in delivery of Goods, as well as the consequences of delay, and UNICEF's rights and remedies in respect of any such delay,

are governed by the UNICEF General Terms and Conditions of Contract (Goods).

- 2.4 Without prejudice to any of the other rights and remedies of UNICEF, if the Supplier fails to deliver the Goods under any Purchase Order in accordance with the stated time for delivery, or if UNICEF exercises its right to reject Goods that do not conform to the requirements in the relevant Purchase Order, UNICEF may claim liquidated damages from the Supplier and, at UNICEF's option, the Supplier will pay such liquidated damages to UNICEF or UNICEF will deduct such liquidated damages from the Supplier's invoice(s). Such liquidated damages will be calculated as follows: one half of one per cent (0.5%) of the price of such Goods for each day of delay, until delivery of conforming Goods, up to a maximum of ten per cent (10%) of the value of the relevant Purchase Order. The payment or deduction of such liquidated damages will not relieve the Supplier from any of its other obligations or liabilities pursuant to the relevant Purchase Order.

### **3. PRE-DELIVERY INSPECTION**

- 3.1 In the exceptional situation where the requirements of a country of destination specify pre-delivery inspection, then UNICEF may stipulate in a Purchase Order that the Goods to be supplied under that Purchase Order (as the case may be), are subject to pre-delivery inspection and the following provisions will apply:
- a) Pre-delivery inspection will be conducted by an independent inspection agency selected by UNICEF or the relevant Consignee. The Supplier will not be responsible for the costs of such pre-delivery inspection.
  - b) At UNICEF's request, the Supplier will provide its reasonable cooperation to UNICEF and its designated inspection agency, at no additional cost to UNICEF.
  - c) The Supplier will advise UNICEF of the location of the manufacturing facility/facilities. UNICEF will advise the Supplier of the name of the designated inspection agency.
  - d) Notice of the readiness of each consignment of Goods, in the form attached to the Purchase Order, must be provided by the Supplier to UNICEF as soon as possible and at least three (3) working days prior to the Goods readiness date.
  - e) UNICEF will notify the Supplier promptly of its decision whether or not to release the Goods for shipment. If UNICEF notifies the Supplier that the Goods are non-conforming, then Article 2.6 of the UNICEF General Terms and Conditions of Contract (Goods) will apply.
- 3.2 The Supplier acknowledges that any inspection of the Goods by UNICEF or its designated inspection agents does not constitute a determination whether the specifications for the Goods (including Mandatory Technical Requirements) have been met. The Supplier will be required to comply with its warranty and other contractual obligations whether or not UNICEF carries out such pre-delivery inspection of the

Goods.

- 3.3 The pre-delivery inspection of the Goods undertaken by UNICEF or its designated inspection agents will not substitute for the inspection of the Goods upon delivery to Consignee.

#### **4. TEMPORARY STORAGE**

- 4.1 Supplier will be required to properly store, from time to time and at no cost to UNICEF, finished products of vaccines for delivery at a later date. Storage of vaccines will be under controlled environmental conditions to facilitate the conservation of the vaccines. The storage facilities will comply with all national regulations for the storage of vaccines in force in the country where the storage facility is located.

#### **5. INSPECTION OF FACILITIES**

- 5.1 Supplier will be expected to permit UNICEF and WHO, or their representatives as may be designated under notice to the Supplier, to have access to its manufacturing and warehouse facilities at all reasonable times to assess (or periodically reassess) the production and capacity, testing, packaging and storage of the Goods, and will provide reasonable assistance for such assessment including the provision of copies of manufacturing protocols, lot production records, test results or quality control reports.

#### **6. WARRANTY**

- 6.1 Warranty. Supplier is required to warrant that the Goods (including packaging) offered by it will meet each of the following minimum criteria:
- a) The Goods conform to the quality, quantity and specifications for the Goods stated in the Purchase Order (including, in the case of perishable or pharmaceutical products, the shelf life agreed to in the linked Purchase Order);
  - b) The Goods conform in all respects to the technical documentation provided by the Supplier in respect of such Goods and, if samples were provided to UNICEF prior to UNICEF issuing its Purchase Order, the Goods are equal and comparable in all respects to such samples;
  - c) The Goods are new and factory-packed;
  - d) The Goods are fit for the purposes for which such Goods are ordinarily used and any purposes expressly made known to the Supplier by UNICEF;
  - e) The Goods are free from defects in design, manufacture, workmanship and materials;

- f) The Goods are free from all liens, encumbrances or other third party claims;
- g) The Goods are contained or packaged in accordance with the standards of export packaging for the type and quantities of the Goods specified in the Purchase Order, and for the modes of transport of the Goods specified in the Purchase Order (including but not limited to, in a manner adequate to protect them in such modes of transport), and marked in a proper manner in accordance with the instructions stipulated in the Purchase Order and applicable law.

6.2 Warranty Period. Under the Purchase Order, the period of validity of the warranty will be no less than the shelf life of the Goods.

6.3 Assignment of Manufacturer Warranties. If the Supplier is not the original manufacturer of the Goods or any part of the Goods, under the Purchase Order, the Supplier will be expected to assign to UNICEF (or, at UNICEF's instructions, the Government or other entity that receives the Goods) all manufacturers' warranties in addition to any other warranties specified in the Purchase Order.

6.4 Extension of Warranty to Partners. The Bidder should note that, under the Purchase Order, the warranties are expected to be made to UNICEF and to extend to (a) each entity that makes a direct financial contribution to UNICEF for the purchase of Goods; and (b) each Government or other entity that receives the Goods.

## 7. PERFORMANCE MONITORING

7.1 As part of UNICEF's continuous strive to improve our ability to provide products of the appropriate standards to UNICEF programs and partners and in a timely manner, monitoring of Suppliers' performance will continue to be strengthened.

7.2 The UNICEF General Terms and Conditions of Contract (Goods) specify that UNICEF will monitor the Supplier's performance linked to Purchase Orders. The Supplier is required to provide its full cooperation with such performance monitoring, at no additional cost or expense to UNICEF, and provide relevant information as reasonably requested by UNICEF.

7.3 UNICEF has identified generic criteria that will be applied for evaluating and monitoring Supplier performance against their contractual obligations as an outcome of this procurement process.

Key Categories	Performance Metrics	Performance Baseline
Time	Timeliness of Purchase Order Acknowledgement	Less than or equal to 5 working days after Purchase Order placement
	Timeliness of Notification of Goods Readiness	Notification of Goods' Readiness parameter (Greater than or equal to 3 working days before potential delivery)

	Timeliness of Delivery	Less than or equal to 5 working days after Purchase Order delivery date
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## **PART VI – BIDDER REPRESENTATIONS**

### **1. GENERAL REPRESENTATIONS**

By submitting its Proposal in response to this RFP, the Bidder confirms to UNICEF as at the Submission Deadline and throughout the validity period of the Proposal:

- 1.1 The Bidder has (a) the full authority and power to submit the Proposal and to enter into a contract and (b) all rights, licenses, authority and resources necessary, as applicable, to develop, source, manufacture and supply the Goods and to perform its other obligations under any resulting Purchase Order(s). The Bidder has not and will not enter into any agreement or arrangement that restrains or restricts any person's rights to use, sell, dispose of or otherwise deal with the goods.
- 1.2 All of the information it has provided to UNICEF concerning the Goods and the Bidder is true, correct, accurate and not misleading.
- 1.3 The Bidder is financially solvent and is able to supply the Goods to UNICEF in accordance with the requirements described in this RFP.
- 1.4 The use or supply of the Goods does not and will not infringe any patent, design, trade-name or trade-mark.
- 1.5 The development, manufacture and supply of the Goods has complied, does comply, and will comply with all applicable laws, rules and regulations.
- 1.6 The Bidder will fulfill its commitments with the fullest regard to the interests of UNICEF and will refrain from any action which may adversely affect UNICEF or the United Nations.
- 1.7 It has the personnel, experience, qualifications, facilities, financial resources and all other skills and resources to perform its obligations under Purchase Order(s).
- 1.8 The Bidder agrees to be bound by the decisions of UNICEF, including but not limited to, decisions as to whether the Bidder's Proposal meets the requirements and instructions stated in this RFP and the results of the evaluation process.

### **2. ETHICAL STANDARDS**

UNICEF requires that all Bidders observe the highest standard of ethics during the entire solicitation process, as well as the duration of any contract that may be awarded as a result of this solicitation process. UNICEF also actively promotes the adoption by its suppliers of robust policies for the protection and safeguarding of children and the prevention and prohibiting of sexual exploitation and sexual abuse.

By submitting its Proposal in response to this RFP, the Bidder makes the following representations and warranties to UNICEF as at the Submission Deadline and throughout the validity period of the Proposal:

- 2.1 In respect of all aspects of the solicitation process the Bidder has disclosed to UNICEF any situation that may constitute an actual or potential conflict of interest or could reasonably be perceived as a conflict of interest. In particular, the Bidder has disclosed to UNICEF if it or any of its affiliates is, or has been in the past, engaged by UNICEF to provide services for the preparation of the design, specifications, cost analysis/estimation, and other documents to be used for the procurement of the goods requested under this RFP; or if it or any of its affiliates has been involved in the preparation and/or design of the programme/project related to the Goods requested under this RFP.
- 2.2 The Bidder has not unduly obtained, or attempted to obtain, any confidential information in connection with the solicitation process and any Purchase Order(s) that may be awarded as a result of this solicitation process.
- 2.3 No official of UNICEF or of any United Nations System organisation has received from or on behalf of the Bidder, or will be offered by or on behalf of the Bidder, any direct or indirect benefit in connection with this RFP and linked Purchase Order(s) to the Bidder. Such direct or indirect benefit includes, but is not limited to, any gifts, favours or hospitality.
- 2.4 The following requirements with regards to former UNICEF officials have been complied with and will be complied with:
  - a) During the one (1) year period after an official has separated from UNICEF, the Bidder may not make a direct or indirect offer of employment to that former UNICEF official if that former UNICEF official was, during the three years prior to separating from UNICEF, involved in any aspect of a UNICEF procurement process in which the Bidder has participated.
  - b) During the two (2) year period after an official has separated from UNICEF, that former official may not, directly or indirectly on behalf of the Bidder, communicate with UNICEF, or present to UNICEF, about any matters that were within such former official's responsibilities while at UNICEF.
- 2.5 Neither the Bidder nor any of its affiliates, or personnel or directors, is subject to any sanction or temporary suspension imposed by any United Nations System organisation or other international inter-governmental organisation. The Bidder will immediately disclose to UNICEF if it or any of its affiliates, or personnel or directors, becomes subject to any such sanction or temporary suspension. If the Bidder or any of its affiliates, or personnel or directors becomes subject to any such sanction or temporary suspension during the validity of the Proposal, UNICEF will be entitled to invalidate the Proposal.

- 2.6 The Bidder will (a) observe the highest standard of ethics; (b) use its best efforts to protect UNICEF against fraud, in the solicitation process and in the performance of any resulting Purchase Order(s); and (c) comply with the applicable provisions of UNICEF's Policy Prohibiting and Combatting Fraud and Corruption which can be accessed on the UNICEF website at [http://www.unicef.org/supply/index\\_procurement\\_policies.html](http://www.unicef.org/supply/index_procurement_policies.html). In particular, the Bidder will not engage, and will ensure that its personnel, agents and sub-contractors do not engage, in any corrupt, fraudulent, coercive, collusive or obstructive conduct as such terms are defined in UNICEF's Policy Prohibiting and Combatting Fraud and Corruption.
- 2.7 The Bidder will comply with all laws, ordinances, rules and regulations bearing upon its participation in this solicitation and the UN Supplier Code of Conduct (available at the United Nations Global Marketplace website - [www.ungm.org](http://www.ungm.org)).
- 2.8 Neither the Bidder nor any of its affiliates, is engaged, directly or indirectly, (a) in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32, or the International Labour Organisation's Convention Concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour, No. 182 (1999); or (b) in the manufacture, sale, distribution, or use of anti-personnel mines or components utilised in the manufacture of anti-personnel mines.
- 2.9 The Bidder has taken and will take all appropriate measures to prevent sexual exploitation or abuse of anyone by its personnel including its employees or any persons engaged by the Bidder to perform any services in the Bidder's participation in this solicitation. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, will constitute the sexual exploitation and abuse of such person. The Bidder has taken and will take all appropriate measures to prohibit its personnel including its employees or other persons engaged by the Bidder, from exchanging any money, goods, services, or other things of value, for sexual favours or activities or from engaging in any sexual activities that are exploitive or degrading to any person.
- 2.10 The Bidder confirms that it has read UNICEF's Policy on Conduct Promoting the Protection and Safeguarding of Children. The Bidder will ensure that its Personnel understand the notification requirements expected of them and will establish and maintain appropriate measures to promote compliance with such requirements. The Bidder will further cooperate with UNICEF's implementation of this Policy.
- 2.11 The Bidder will inform UNICEF as soon as it becomes aware of any incident or report that is inconsistent with the undertakings and confirmations provided in this Section 2.
- 2.12 Each of the provisions in Section 2 of this Part V constitutes an essential condition of participation in this solicitation process. In the event of a breach of any of these

provisions, UNICEF is entitled to disqualify the Bidder from this solicitation process and/or any other solicitation process, and to terminate any Purchase Order(s) that may have been awarded as a result of this solicitation process, immediately upon notice to the Bidder, without any liability for termination charges or any liability of any kind. In addition, the Bidder may be precluded from doing business with UNICEF and any other entity of the United Nations System in the future.

### **3. AUDIT**

- 3.1 From time to time, UNICEF may conduct audits or investigations relating to any aspect of a Purchase Order awarded in relation to this RFP, including but not limited to the Purchase Order and the Bidder's compliance with the provisions of Section 2 above. The Bidder will provide its full and timely cooperation with any such audits or investigations, including (but not limited to) making its personnel and any relevant data and documentation available for the purposes of such audits or investigations, at reasonable times and on reasonable conditions, and granting UNICEF and those undertaking such audits or investigations access to the Bidder's premises at reasonable times and on reasonable conditions in connection with making its personnel and any relevant data and documentation available. The Bidder will require its sub-contractors and its agents to provide reasonable cooperation with any audits or investigations carried out by UNICEF.

## **PART VII – ANSWERING SHEETS**

### **PROPOSAL FORM**

PROPOSAL FORM must be completed, signed and returned to UNICEF. Proposals must be made in accordance with the instructions contained in this REQUEST FOR PROPOSAL. UNICEF shall not pay any costs incurred in the preparation or submission of proposals.

### **TERMS AND CONDITIONS**

Any Purchase Order resulting from this REQUEST shall contain the UNICEF General Terms and Conditions and any other terms and conditions specified in this REQUEST.

### **INFORMATION**

Any request for additional information regarding this REQUEST must be forwarded in writing to the attention of Contracts Officer Ms. Miho Abe (email: [mabe@unicef.org](mailto:mabe@unicef.org)), with specific reference to this REQUEST, so that the query may be answered in the normal course of business.

The Undersigned, having read Part II – Proposal Submission Process of this Request for Proposal RFP-DAN-2020-503265 and all related documents hereby offers to supply the Goods and contributions to meet the overall objectives sought in accordance with any specifications stated and subject to all Terms and Conditions set out or specified in this RFP and accepting that any Purchase Order(s) resulting from this RFP shall contain the UNICEF General Terms and Conditions and any other terms and conditions specified in this RFP.

Signature:

Date:

Name & Title:

Company:

Postal Address:

Tel No:

Fax No:

E-mail:

Validity of Offer:

## TECHNICAL AND FINANCIAL MANDATORY REQUIREMENTS SHEET

Please include a response to the following.

1. Does the product offered have WHO pre-qualification?
2. Please provide your United Nations Global Marketplace (UNGM) registration number\_\_\_\_\_

If your company has not yet registered through the UNGM, please submit an application through the UNGM website at <http://www.ungm.org> under <http://www.ungm.org/Registration/RegisterSupplier.aspx>.

Instructions are provided on the site.

3. Have you provided audited financial statements to UNICEF in the past 12 months?

If not, please proceed as per Part II, Section 5.2.

## QUALITATIVE PROPOSAL SHEET

Please provide response to the following in your Proposal together with any other information deemed relevant.

1. Please provide full description of product being offered:
  - a. Name \_\_\_\_\_.
  - b. Presentation \_\_\_\_\_.
2. Advise the number of years that your company has of production and delivery of the offered product(s).
3. Provide organizational charts and names of the responsible persons within each of the following departments: Production, Quality, Governmental Affairs, Shipping/Logistics, Sales and Marketing, specifying the name(s) of the person(s) who will be the primary contact for UNICEF.
4. Provide a list of the names of regulatory bodies where your products are planned for or pending registration, already registered as well as original date of registration, expiry date of registration as applicable and intent to maintain registration. (Complete the vaccine registration status Sheet below in word and share a PDF copy).
5. Please include in your Proposal your total annual production capacities for bulk and final filled product for each offered vaccine. If the vaccine bulk is not produced by the Bidder, please advise source of bulk, and evidence of contractual access to bulk.
6. Please include in your Proposal timelines for bulk production (from start of the production process until bulk is ready for formulation and filling) and timelines for formulation, filling and having the product released both internally and by the relevant NRA. Please indicate the timing of the fill/finish process for the production of SH influenza vaccines.
7. In the past, how has your company been able to maintain the quality level for the supplied products? If your company has faced quality problems, please provide frequency and explanations as well as measurements taken for improvement.
8. Please indicate the company willingness to include a Vaccine Arrival Report (VAR) as part of the shipping documents.
9. Any other information deemed relevant for the evaluation of the proposal.

## QUANTITATIVE PROPOSAL SHEET - 1

### Seasonal Influenza Vaccine, Northern Hemisphere 2021/22, Trivalent, 10-dose vial.

In compliance with terms and conditions of this Request for Proposal and all sections hereto, the undersigned offers the supply of the vaccine in quantities, at prices and within the number of days indicated below:

U359439 Seasonal Influenza Vaccine, Northern Hemisphere 2021/22, **Trivalent in 10-dose vial**  
**Forecasted Quantity: 146,000 doses (14,600 vials)**

The offered vaccines must meet all the WHO requirements and recommendations currently in force. Bidders are requested to refer to the full specifications when published by WHO at <https://www.who.int/influenza/vaccines/virus/en/>

Delivery Date/Month/Year	Quantity of vials	Quantity of doses	Price per vial USD	Price per dose USD	Total Amount USD

**INCOTERMS (2020) FCA Nearest International Airport (Name Airport):**

**Type of Vaccine Vial Monitor:**

**Total production capacity:**

**Normal shelf life at time of shipment:**

**Delivery preparation lead time** required for preparation of delivery (administration of order, packing, markings, etc.) upon receipt of purchase orders: \_\_\_\_\_ days.

**Country of Origin:**

**WHO pre-qualified product:** Yes: \_\_\_\_ No: \_\_\_\_

**Additional comments, including any alternative offers on price and vaccine costs, such as firm contracting provisions, minimum procurement guarantees, payment terms etc.:**

## QUANTITATIVE PROPOSAL SHEET - 2

### Seasonal Influenza Vaccine, Northern Hemisphere 2021/22, Quadrivalent, 10-dose vial.

In compliance with terms and conditions of this Request for Proposal and all sections hereto, the undersigned offers the supply of the vaccine in quantities, at prices and within the number of days indicated below:

U359439 Seasonal Influenza Vaccine, Northern Hemisphere 2021/22, **Quadrivalent, 10-dose vial**

**Forecasted Quantity: 1,322,300 doses (132,230 vials)**

The offered vaccines must meet all the WHO requirements and recommendations currently in force. Bidders are requested to refer to the full specifications when published by WHO at <https://www.who.int/influenza/vaccines/virus/en/>

Delivery Date/Month/Year	Quantity of vials	Quantity of doses	Price per vial USD	Price per dose USD	Total Amount USD

**INCOTERMS (2020) FCA Nearest International Airport (Name Airport):**

**Type of Vaccine Vial Monitor:**

**Total production capacity:**

**Normal shelf life at time of shipment:**

**Delivery preparation lead time** required for preparation of delivery (administration of order, packing, markings, etc.) upon receipt of purchase orders: \_\_\_\_\_ days.

**Country of Origin:**

**WHO pre-qualified product:** Yes:\_\_\_\_ No:\_\_\_\_

**Additional comments, including any alternative offers on price and vaccine costs, such as firm contracting provisions, minimum procurement guarantees, payment terms etc.:**

## QUANTITATIVE PROPOSAL SHEET - 3

### Seasonal Influenza Vaccine, Northern Hemisphere 2021/22, Quadrivalent, 1-dose vial.

In compliance with terms and conditions of this Request for Proposal and all sections hereto, the undersigned offers the supply of the vaccine in quantities, at prices and within the number of days indicated below:

U359439 Seasonal Influenza Vaccine, Northern Hemisphere 2021/22, **Quadrivalent, 1-dose vial**

**Forecasted Quantity: 1,364,331 doses (1,364,331 vials)**

The offered vaccines must meet all the WHO requirements and recommendations currently in force. Bidders are requested to refer to the full specifications when published at <https://www.who.int/influenza/vaccines/virus/en/>

Delivery Date/Month/Year	Quantity of vials	Quantity of doses	Price per vial USD	Price per dose USD	Total Amount USD

**INCOTERMS (2020) FCA Nearest International Airport (Name Airport):**

**Type of Vaccine Vial Monitor:**

**Total production capacity:**

**Normal shelf life at time of shipment:**

**Delivery preparation lead time** required for preparation of delivery (administration of order, packing, markings, etc.) upon receipt of purchase orders: \_\_\_\_\_ days.

**Country of Origin:**

**WHO pre-qualified product:** Yes:\_\_\_\_ No:\_\_\_\_

**Additional comments, including any alternative offers on price and vaccine costs, such as firm contracting provisions, minimum procurement guarantees, payment terms etc.:**

## QUANTITATIVE PROPOSAL SHEET - 4

### Alternative vaccine presentations can be provided using this offer sheet

In compliance with terms and conditions of this Request for Proposal and all sections hereto, the undersigned offers the supply of the vaccine in quantities, at prices and within the number of days indicated below:

U359439 Seasonal Influenza Vaccine, Northern Hemisphere 2021/22					
The offered vaccines must meet all the WHO requirements and recommendations currently in force. Bidders are requested to refer to the full specifications when published by WHO at <a href="https://www.who.int/influenza/vaccines/virus/en/">https://www.who.int/influenza/vaccines/virus/en/</a>					
<b>Offered Quantity (please state quantity in dose and in vial):</b>					
<b>Valency (please specify):</b>			<b>Vial presentation (please specify):</b>		
Delivery Date/Month/Year	Quantity of vials	Quantity of doses	Price per vial USD	Price per dose USD	Total Amount USD

**INCOTERMS (2020) FCA Nearest International Airport (Name Airport):**

**Type of Vaccine Vial Monitor:**

**Total production capacity:**

**Normal shelf life at time of shipment:**

**Delivery preparation lead time** required for preparation of delivery (administration of order, packing, markings, etc.) upon receipt of purchase orders: \_\_\_\_\_ days.

**Country of Origin:**

**WHO pre-qualified product:** Yes: \_\_\_\_ No: \_\_\_\_

**Additional comments, including any alternative offers on price and vaccine costs, such as firm contracting provisions, minimum procurement guarantees, payment terms etc.:**

## PACKING DETAILS SHEET

The Bidder is requested to provide UNICEF with packing details for each vaccine product/presentation offered using this SHEET.

**a. Name of Vaccine:**

**b. Please advise if this vaccine is packed using ice packs or dry ice. If the vaccine is packed using dry ice, please advise of any plans to change to packing with ice packs. Also, please advise of any effect this would have on quantity, weight and dimension.**

**c. Please specify type of temperature monitoring device:** \_\_\_\_\_

**d. Please specify price adder of temperature monitoring device as added cost per shipping box:** \_\_\_\_\_

**e. Standard EXPORT Packing Dimensions and Weight\*:**

	Vaccine
Total No. of Doses per EXPORT Packing:	_____
Total no. of vials per EXPORT Packing:	_____
Dimensions: Length:	_____
Width:	_____
Height:	_____
Gross Weight:	_____
Net Weight:	_____
Number of inner cartons per EXPORT Packing:	_____

\*In case the Supplier has agreed with WHO to supply additional information material together with the vaccine in the Shipping boxes, please ensure that such additional weight is included.

**f. Standard INNER CARTON Packing Dimensions and Weight:**

	Vaccine
Total No. of Doses per inner carton:	_____
Total no. of vials per inner carton:	_____
Dimensions: Length:	_____
Width:	_____
Height:	_____
Gross Weight:	_____
Net Weight:	_____

## COMMERCIAL TERMS SHEET

In compliance with Part II – Proposal Submission Process of this Request for Proposal and all sections hereto, the undersigned offers the supply of the vaccine under the conditions and in quantities, at prices and within the number of days as indicated in the QUALITATIVE PROPOSAL SHEET AND QUANTITATIVE PROPOSAL SHEET; and the undersigned accepts in full the TERMS and CONDITIONS.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name & Title: \_\_\_\_\_

Company: \_\_\_\_\_

Please indicate which of the following terms of payment are offered under this Proposal:

10 days 3.0% \_\_\_\_\_ 15 days 2.5% \_\_\_\_\_ 20 days 2.0% \_\_\_\_\_

30 days net \_\_\_\_\_ Other \_\_\_\_\_

Please indicate any additional special commercial terms:

Any requested EXCEPTIONS or CLARIFICATIONS are to be defined below (additional pages may be attached):

