

REQUEST FOR PROPOSAL

TERMS OF REFERENCE

FOR

THE PROVISION OF

PROCUREMENT AGENT SERVICES

TO THE DEFEAT-NCD PARTNERSHIP

**FOR NON-COMMUNICABLE DISEASE MEDICINES,
DIAGNOSTICS, MEDICAL EQUIPMENT AND SUPPLIES**

REQUESTING ENTITY:	UNITED NATIONS INSTITUTE FOR TRAINING AND RESEARCH (UNITAR), FOR THE DEFEAT-NCD PARTNERSHIP
RFP REFERENCE NUMBER:	RFP/UNITAR/NCD/2021/001
PERIOD OF CONTRACT:	01 SEPTEMBER 2021 – 31 AUGUST 2022 (RENEWABLE ON ANNUAL BASIS TILL 2024)
RETURN OF ANNEX A:	09 APRIL 2021
DEADLINE FOR SUBMITTING QUERIES:	21 APRIL 2021
DEADLINE FOR RECEIPT OF PROPOSAL AT UNITAR:	01 JUNE 2021

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SECTION 1: LETTER OF INVITATION

Ref: RFP/UNITAR/NCD/2021/001

Date: 01 April 2021

Subject: Provision of Procurement Agent Services to The Defeat-NCD Partnership for Non-Communicable Disease Medicines, Diagnostics, Medical Equipment and Supplies

Dear Sir/Madam

The United Nations Institute for Training and Research (hereinafter “UNITAR”) is pleased to invite you to submit your proposal for the Provision of Procurement Agent Services for Non-Communicable Disease Medicines, Diagnostics, Medical Equipment and Supplies as detailed in this Request For Proposals (RFP).

UNITAR plans to establish a Long-Term Agreement (LTA) with successful bidder(s) to carry out Procurement Agent (PA) Services for The Defeat-NCD Partnership (DNCD). The term “Bidder” refers to those companies or organisations that submit a proposal pursuant to this RFP.

The RFP includes the following seven sections:

- Section 1: Letter of Invitation (This section)
- Section 2: Acronyms and Abbreviations
- Section 3: Instructions to Bidders and Administrative Arrangements
- Section 4: Background
- Section 5: Key Attributes of the Procurement Agent
- Section 6: Scope of Work and Requirements
- Section 7: Evaluation of Proposals

The RFP has the following documents as Annexes:

- Annex A: Proposal/No Proposal Confirmation Form
- Annex B: Eligibility and Qualifications Form
- Annex C: Technical Proposal Submission Form
- Annex D: Financial Proposal Submission Form
- Annex E: Criteria for the Evaluation of Proposals
- Annex F: United Nations Global Marketplace Vendor Registration form
- Annex G: DNCD Funded Procurement
- Annex H: Direct Procurement
- Annex I: Support by DNCD to the PA
- Annex J: Selected Terms and Conditions for the Ensuing LTA
- Annex K: Sample List of Essential NCD Supplies
- Annex L: Market Size for NCD Medicines, Diagnostics, Medical Equipment and Supplies Across 50 Low Resource Countries
- Annex M: List of 80 Low-resource Countries in Initial Scope for The Defeat-NCD Partnership

If you are interested in submitting a proposal in response to this RFP, please prepare your proposal in accordance with the requirements and procedures as set out in this RFP and submit it on or before 12:00 hours (Central European Time), on 1 June 2021.

Please acknowledge the receipt of this RFP and confirm your interest in submitting a Proposal by filling out Annex A to this RFP and submit it on or before 12:00 hours (Central European Time), on 09 April 2021. Confirmation should be done by sending the relevant completed form as an email attachment to tendering@unitar.org, or by fax to +41 917 8047, indicating whether you intend to submit a Proposal or not. This will enable you to receive communication (for e.g.: oral presentation dates) regarding the RFP.

Should you require further clarifications, kindly send an email with your query(s) to tendering@unitar.org. The subject of the email should include: **RFP/UNITAR/NCD/2021/001**.

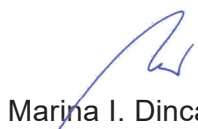
Prospective bidders are invited to carefully read the full document including the Annexes and develop a Proposal responding to all the requirements as indicated in Section 3 of the RFP. No email submissions of Proposals will be accepted by UNITAR.

It shall remain your responsibility to ensure that your Proposal will reach the right address and is submitted in accordance with the Instructions to Bidders and Administrative Arrangements as set out in Section 3 of the RFP. Proposals that are received by UNITAR after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNITAR after it has received the quotation.


UNITAR looks forward to receiving your proposal and thanks you in advance for your interest in UNITAR procurement opportunities.

Sincerely yours



Marina I. Dinca Vasilescu
Director, Division for Operations
Chief, HR, Administration and Procurement Unit
UNITAR

Cleared by:

 Digitally signed by Mukul Bhola
Date: 2021.04.01
10:33:28 +02'00'

Mukul Bhola
Director, The Defeat-NCD Partnership
UNITAR

SECTION 2: ACRONYMS AND ABBREVIATIONS

APT	Action Point Tracking
AWB	Air Waybills
B/L	Bills of Lading
CAPA	Corrective Action and Preventive Action
CIP	Carriage and Insurance Paid
CIS	Consignment Inspection and Sampling
COVID-19	Coronavirus Disease 2019
CRF	Clean Report of Findings
DNCD	The Defeat-NCD Partnership
DP	Direct Procurement
EML	Essential Medicines List
FPF	Flexible Procurement Fund
GPRM	Global Price Reporting Mechanism
GSP	Good Storage Practices
ICB	International Competitive Bids
Lab	Laboratory Analysis
LDCs	Least Developed Countries
LICB	Limited International Competitive Bid
LMICs	Low- and Middle-Income Countries
LTA	Long Term Agreement
MIGA	Multilateral Investment Guarantee Agency
MQAS	Model Quality Assurance Systems
NCDs	Non-Communicable Diseases
NGOs	Non-Governmental Organisations
PA	Procurement Agent
PO	Purchase Order
PrO	Purchasing Officer
PSI	Pre-shipment Inspection
QCT	Quality Control Testing
QMS	Quality Management System
RFP	Request for Proposal
SIDS	Small Island Developing States
SOP	Standard Operating Procedures
UN	United Nations
UNGM	United Nations Global Marketplace
UNITAR	United Nations Institute for Training and Research
WHO	World Health Organisation

SECTION 3: INSTRUCTIONS TO BIDDERS AND ADMINISTRATIVE ARRANGEMENTS

3.1 RFP Data Sheet

RFP Reference Number:	RFP/UNITAR/NCD/2021/001
Subject:	Provision of Procurement Agent Services to The Defeat-NCD Partnership for Non-Communicable Disease Medicines, Diagnostics, Medical Equipment and Supplies
Requesting Entity:	United Nations Institute for Training and Research (UNITAR), for The Defeat-NCD Partnership
Proposal Receiving Unit:	Administration and Procurement Unit, UNITAR
Email:	tendering@unitar.org
Telephone Number:	+41 22 917 8800
Facsimile:	+41 22 917 8047
RFP Issue Date:	01 April 2021
Proposal/No Proposal Confirmation Form (Annex A) Return Date:	09 April 2021 Time: No later than 12:00 hours Central European Time (CET)
Requests for Clarifications Deadline:	21 April 2021 Time: No later than 12:00 hours Central European Time (CET)
Posting Date of Clarifications by UNITAR to Queries Raised by Bidders:	26 April 2021
BIDDERS ARE RESPONSIBLE FOR THE TIMELY SUBMISSION OF THEIR PROPOSAL	
Deadline for Receipt of Proposals:	01 June 2021 Time: No later than 12:00 hours Central European Time (CET)
Planned Award Date:	27 August 2021
Planned Contract Start Date:	01 September 2021

N.B: The above dates are tentative and subject to various United Nations approvals at different stages of the process, exigencies of work, and unknown circumstances due to the currently prevailing Coronavirus Disease 2019 (COVID-19) Pandemic. However, the prospective bidders will be kept informed of any changes to the dates set out above.

3.2 Introduction

- 3.2.1 This RFP is being launched by The United Nations Institute for Training and Research (hereinafter referred to as “UNITAR”) on behalf of its hosted entity, The Defeat-NCD Partnership (hereinafter referred to as “DNCD”). If the RFP leads to a Long-Term Agreement (LTA), the Agreement will be between the selected Procurement Agent (PA) and UNITAR, for DNCD. Section 4 of this RFP gives a brief introduction to UNITAR and DNCD.
- 3.2.2 UNITAR invites qualified organisations to submit “Technical and Financial” Proposals to provide PA services to DNCD for NCD Medicines, Diagnostics, Medical Equipment and Supplies set out in Annex K.
- 3.2.3 The RFP is for two LOTs of Items:
- LOT- 1 Items: These comprise NCD Medicines;
 - LOT- 2 Items: These comprise NCD Diagnostics, Medical Equipment and Supplies.
- 3.2.4 The Sample List of Essential NCD Medicines, Diagnostics, Medical Equipment and Supplies in Annex K, is an augmented list of the World Health Organisation Essential Medical List. Products outside this list may be requested by The Defeat-NCD Partnership based on specific country requests and upon the development and approval of new therapeutics, technologies, and innovations.
- 3.2.5 A description of the services required is described in section 6 of this RFP (Scope of Work and Requirements).
- 3.2.6 UNITAR may, at its discretion, cancel the requirement in part or in whole.
- 3.2.7 No proposal may be modified after the deadline for submission of proposals.
- 3.2.8 All proposals shall remain valid and open for acceptance for a period of 120 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UNITAR may solicit the Bidder’s consent to an extension of the period of validity. Such a request and the responses thereto shall be made in writing.

UNITAR reserves the right to appoint more than one PA.

Effective with the release of this solicitation, all communications must be directed solely to the Administration and Procurement Unit of UNITAR by email at tendering@unitar.org. Bidders must not communicate with any other personnel of UNITAR regarding this RFP until any LTA ensuing from this RFP has been established on the basis of negotiations entered into after the conclusion of the RFP process.

3.3 Fraud and Corruption, Gifts and Hospitality

- 3.3.1 UNITAR implements a zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNITAR vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNITAR expects its suppliers to adhere to the United Nations supplier code conduct which can be found at [This Link](#).
- 3.3.2 Bidders shall not offer gifts or hospitality of any kind to UNITAR personnel including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.
- 3.3.3 In pursuance of this policy, UNITAR:
- (a) Shall reject a proposal if it determines that the selected Bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;
 - (b) Shall declare a Bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the Bidder has engaged in any corrupt or fraudulent practices in competing for, or in executing a United Nations contract.
- 3.3.4 Any Contract that will be issued as a result of this RFP shall be subject to the United Nations General Conditions of Contracts for the Provision of Goods and Services. The mere act of submission of a Proposal implies that the Bidder accepts without question the United Nations General Conditions of Contract for the Provision of Goods and Services which can be found at [This Link](#).

3.4 Eligibility

- 3.4.1 A Bidder should not be suspended, debarred, or otherwise identified as ineligible by any United Nations Organisation or the World Bank Group or any other international organisation. Bidders are therefore required to disclose to UNITAR whether they are subject to any sanction or temporary suspension imposed by these organisations.
- 3.4.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNITAR.

3.5 Conflict of Interest

- 3.5.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above,

Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:

a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNITAR to provide services for the preparation of the design, specifications, Scope of Work and Requirements (Section 6), cost analysis/estimation, and other documents to be used for the procurement of the services under this RFP; or

b) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNITAR.

- 3.5.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNITAR, and seek UNITAR'S confirmation on whether or not such a conflict exists.

Similarly, Bidders must disclose in their proposal their knowledge of the following:

a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNITAR staff involved in the procurement functions; and

b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.

Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.

- 3.5.3 The eligibility of Bidders that are wholly or partly owned by a Government shall be subject to UNITAR's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.

3.6 Cost of Proposal

- 3.6.1 The cost of preparing a proposal and oral presentations shall be borne by the Bidders, regardless of the conduct or outcome of the solicitation process. Proposals must offer the services for the total requirement. Proposals offering only part of the service, that is for only one LOT of Items will be penalised through the scoring scheme of the Proposals.

3.7 Preparation of Proposal

- 3.7.1 The Bidder is expected to examine all terms and instructions included in the solicitation documents. Failure to provide all requested information will be at the Bidder's own risk and may result in rejection of the Bidder's proposal.

- 3.7.2 The Bidder's proposal must be organised in a structured manner having the following sections:
- (a) Executive summary: one page maximum;
 - (b) Information on the Bidder's background;
 - (c) Relevant experience of the Bidder;
 - (d) Capabilities of the Bidder ;
 - (e) Project management approach;
 - (f) Details of project management team (short one paragraph writeups on key team members);
 - (g) Description of important systems that the Bidder proposes to use:
 - 1. IT system for data management;
 - 2. Warehousing arrangements for NCD Medicines, Diagnostics, Medical Equipment and Supplies.
 - (h) Details and functions of any subcontractors the Bidder proposes to use.
- 3.7.3 The Financial Proposal should be as set out in Annex D.
- 3.7.4 Maximum length of the proposal should be Seventy (70) pages including a short executive summary of no more than one (1) page upfront. All supporting materials should be in properly referenced and labelled annexes.
- 3.7.5 Each Bidder must respond to every stated request or requirement and indicate that the Bidder understands and confirms acceptance of the RFP's stated requirements. The Bidder should identify any substantive assumptions made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the Bidder's proposal will be deemed as accepted by the Bidder.
- 3.7.6 Where the Bidder is presented with a requirement or asked to use a specific approach, the Bidder must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as being non-responsive.

3.8 Clarification Related to the RFP

3.8.1 Modality for Clarifications

A prospective Bidder requiring any clarification of the solicitation documents (that is documents comprising this RFP) may notify UNITAR by writing to it using UNITAR email address indicated in the RFP by the specified date and time. UNITAR will respond in writing to any request for clarification of the solicitation documents that it receives by the due date published in section 3 of this RFP.

The results of any clarification exercise (including an explanation of the query but without identifying the source of inquiry) will be posted on the [UNGM website](#), [UNITAR website](#), and [The Defeat-NCD Partnership website](#). General questions of the same type will be given a common response. Bidders who have raised the queries will also be sent by email the response posted on the UNGM, The Defeat-NCD Partnership, and UNITAR websites.

3.8.2 Amendments to Solicitation Documents

At any time prior to the deadline for submission of proposals, UNITAR may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the solicitation documents by amendment.

All prospective Bidders that have received the solicitation documents directly will be notified in writing of all amendments to the Solicitation documents. For all others, all amendments will also be posted on the [UNGM website](#), [UNITAR website](#), and [The Defeat-NCD Partnership website](#).

To give prospective Bidders reasonable time in which to take the amendment into account in preparing their proposals, UNITAR may, at its sole discretion, extend the deadline for the submission of proposals.

All correspondence, notifications, and requests for clarifications in relation to this RFP shall be sent to the Administration and Procurement Unit of UNITAR by email at tendering@unitar.org.

ATTENTION: PROPOSALS SHALL NOT BE SUBMITTED TO THE ABOVE EMAIL ADDRESS BUT TO THE ADDRESS FOR PROPOSAL SUBMISSION AS SET OUT BELOW (Reference Section 3.11).

3.9 Language of Proposals

The proposals prepared by the Bidder and all correspondence and documents relating to the Proposal exchanged by the Bidder and UNITAR, shall be written in English. Supporting documents and printed literature furnished by the Bidder must also be in English.

3.10 Documents Comprising the Proposal

3.10.1 The Proposal shall comprise the following documents:

- a) Documents Establishing the Eligibility and Qualifications of the Bidder;
- b) Technical Proposal;
- c) Financial Proposal;
- d) Any annexes to support the Proposal.

3.10.2 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms provided under Annexes B, C, and D and by

providing documents required. In order to award a contract to a Bidder, its qualifications must be documented to UNITAR's satisfaction.

3.11 Submission of Technical and Financial Proposals

- 3.11.1 Bidders must submit their proposal in hard copies and in USB sticks.
- 3.11.2 Technical and financial proposals must be submitted simultaneously but in separate sealed envelopes with the RFP reference and the clear description of the nature of the proposal (technical or financial) by the date and time stipulated in this document, Section 3.
- 3.11.3 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.
- 3.11.4 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price. Prices and other financial information must not be disclosed in any other place except in the financial proposal.
- 3.11.5 The outer envelope containing the two inner envelopes having the Technical and Financial Proposals **must** be marked **"NOT TO BE OPENED BY UNITAR REGISTRY"**.
- 3.11.6 The USB sticks should be username and password protected and submitted in a separate sealed envelope bearing the name of the Bidder and the reference number of this RFP.
- 3.11.7 The usernames and passwords of the USB sticks should not be included in the same envelope with the USB sticks. Usernames and Passwords can be sent by email to tendering@unitar.org with the subject line as follows: **(RFP/UNITAR/NCD/2021/001 - Bidder Name – Reference/Tracking number of post/courier delivering the Proposal)**
- 3.11.8 Proposals must be sent **ONLY** to the address detailed below. Proposals sent to other addresses or to individuals will be rejected. Submission may be made in hard copy by post, courier, or hand delivered.

For the hard copy submission, both inner envelopes should indicate the name and address of the Bidder. If the envelopes are not sealed and marked as indicated, UNITAR assumes no responsibility for the misplacement or premature opening of the proposals submitted and may be rejected.

Technical proposals shall be submitted in one (1) original envelope accompanied by the forms prescribed in this RFP, clearly marked as technical proposal along with four (4) additional copies and an electronic copy on a USB stick in PDF format.

Technical proposals (both original and copies) must be sealed in a specifically marked envelope/package labelled:

DO NOT OPEN! RFP/UNITAR/NCD/2021/001 – PA SERVICES – TECHNICAL PROPOSAL- (name and address of the Bidder)

Financial proposals should be submitted in one (1) original envelope along with four (4) additional copies on the form prescribed herein and an electronic copy on a USB stick in PDF format.

Financial proposals should also be sealed separately in a specifically marked envelope/package labelled:

DO NOT OPEN! – RFP/UNITAR/NCD/2021/001 – PA SERVICES – FINANCIAL PROPOSAL- (name and address of the Bidder)

The two above mentioned envelopes must be included in a one covering sealed envelope/package labelled:

DO NOT OPEN! – RFP/UNITAR/NCD/2021/001 – PA SERVICES – Complete Set of Proposals - (name and address of the Bidder)

Bidders should use recycled paper for all printed and photocopied documents related to the submission of this proposal and fulfilment of this contract and shall, whenever practicable, use both sides of the paper. Bidders are encouraged to use green alternatives to bind their proposals instead of binders.

- 3.11.10 Hard copies must be delivered, by 12:00 hours Central European Time (CET) on 01 June 2021 to:

UNITAR
7 bis, Avenue de la Paix
CH-1211 Geneva 2
Switzerland

Reference: RFP/UNITAR/NCD/2021/001

Attention: Administration and Procurement Unit of UNITAR

- 3.11.11 The “Certificate of Bidder’s Eligibility and Authority to Sign Proposal” contained in this RFP, Annex B, must be executed by a representative of the Bidder who is duly authorised to execute contracts and bids.
The signature of the Bidder’s authorised representative on the certificate represents that the Bidder has read this RFP, understands it, and agrees to be bound by its terms and conditions. The Bidder’s proposal with any

subsequent modifications and counterproposals, if applicable, shall become an integral part of any resulting contract.

3.12 Late Proposals

- 3.12.1 Any proposals received by UNITAR after the deadline for submission of proposals prescribed in this document, will be rejected. UNITAR will not enter into any communication with respect to late submissions

3.13 Fees for Services and Payment Currency

- 3.13.1 Fee for services are to be quoted in percentage (%) terms only as delineated in Annex D.
- 3.13.2 UNITAR reserves the right to reject any proposal submitted in any manner other than that stipulated in Section 3.13.1 above.
- 3.13.3 The contract ensuing from this RFP will always be issued stipulating the fees in percentage terms. Subsequent payment will be made in the mandatory currency indicated above that US\$.
- 3.13.4 Any Purchase Order (PO) issued as a result of this RFP will be made in USD. Payment will be made in accordance to the UN General Conditions for the Provision of Goods and Services (can be found at [This Link](#)) and in the currency in which the PO is issued.
- 3.13.5 Financial rules and regulations of the United Nations preclude advance payments or payments by letter of credit. Such provisions in a quotation will be prejudicial to its evaluation by the United Nations. The normal payment terms of the United Nations are net 30 days (or similar discounted payment terms if offered by your organisation) upon satisfactory delivery of service and acceptance thereof by United Nations. You must therefore clearly specify in your proposal if our payment terms are acceptable.
- 3.13.6 UNITAR does not make any third-party payments (i.e., payment to parties other than the entity that holds the contract).

3.14 Oral Presentation

- 3.14.1 Bidders may be required to make an oral presentation either in person or remotely, at the discretion of UNITAR. Information from the oral presentation will also be used as part of the technical evaluation process. UNITAR reserves the right to incorporate elements from oral presentations in the final contract. The oral presentation will not encompass price proposals.
- 3.14.2 In case it is decided not to have the oral presentation, the evaluation points for that element will be distributed equally between Core procurement activities (Item B1 in

table 1, Annex E) and Systems and reporting elements (Item B2 in table 1, Annex E)

3.14.3 Ground Rules for Oral Presentation:

- Selected Bidders as specified may be asked to make an oral presentation to UNITAR evaluation panel and participate in a question-and-answer session. The purpose of the oral presentation and question and answer session is to validate the information provided by the Bidder in their proposal and to test the Bidder's understanding of the work that will be performed per Section 6 of this RFP, under the prospective contract, which will be a factor in the overall technical evaluation of the proposals. Each Bidder will be allowed 60 minutes to make their oral presentation;
- Presentation, if decided by UNITAR, will begin approximately two (2) weeks after the deadline for receipt of proposals. UNITAR will determine the date and time for each Bidder's oral presentation. The UNITAR authorised staff will notify Bidders of the scheduled date and time, as well as the agenda for their presentation at its sole discretion;
- UNITAR reserves the right to reschedule any Bidder's presentation. Bidders must confirm the availability for that date should they be invited for an oral presentation;
- The proposed Senior Executive responsible for managing the proposed procurement project with UNITAR must be present at the presentation and must, at a minimum, answer questions directed to him/her during the question-and-answer session;

Bidders may not use consultants to make the oral presentation. The Bidder should be prepared to answer detailed technical questions from the selection Panel set up by UNITAR;

- During the presentation, interaction between the evaluation team and the Bidder will be limited to technical issues relating to the response to the RFP. UNITAR will not inform Bidders of their strengths, deficiencies, or weaknesses during the presentation and UNITAR will not engage in bargaining during the presentations. The presentation does not constitute discussions or negotiations with Bidders.

3.15 Format and Signing of Proposal

- 3.15.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in this RFP. The submission shall be in the manner specified in Section 3.
- 3.15.2 The Proposal shall be typed and signed in indelible ink by the Bidder, or a person or persons duly authorised to bind the Bidder to the contract.

- 3.15.3 The Proposal shall contain no interlineations, erasures, or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the proposal.

3.16 Withdrawal of Proposal

- 3.16.1 A Bidder may withdraw its Proposal after it has been submitted at any time prior to the deadline for submission by sending a written notice to UNITAR, duly signed by an authorised representative. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "Withdrawal of Proposal".
- 3.16.2 Proposals requested to be withdrawn shall be discarded.

3.17 Proposal Opening

- 3.17.1 There is no public bid opening for this RFP. Tender Opening Committee set up by UNITAR shall open the Proposals in the presence of an ad-hoc committee formed by UNITAR, consisting of at least three (3) members.

3.18 Award

- 3.18.1 The Award will be made to the responsible and responsive Bidder with the highest evaluated proposal following negotiation of an acceptable contract. UNITAR reserves the right to conduct negotiations with the Bidder regarding the contents of their offer. The award will be in effect only after acceptance by the selected Bidder of the services to be provided as set out in the LTA ensuing from this RFP. Upon execution of the contract, UNITAR will promptly notify the unsuccessful Bidders.
- 3.18.2 If UNITAR decides to appoint two procurement agents, the two proposals having the highest evaluation scores will be selected for the award.
- 3.18.3 The Award will be for a long-term agreement with an original term of one year, with the option to be renewed, subject to satisfactory performance, under the same terms and conditions for an additional period of one year at a time, for maximum 2 consecutive years. A total of three years of service is envisaged.
- 3.18.4 The selected Bidder is expected to commence provision of services as per date and time stipulated in this RFP, or as set out in the Award established on the basis of this RFP at the time of Contract execution.

SECTION 4: BACKGROUND

4.1 The United Nations Institute for Training and Research (UNITAR)

UNITAR is an autonomous body within the United Nations that was established in 1965 pursuant to a UN General Assembly resolution. UNITAR's mission is to develop the individual, institutional and organisational capacities of countries and other United Nations stakeholders through high quality learning solutions and related knowledge products and services to enhance decision-making and to support country-level action for overcoming global challenges.

With a strategy focused on achieving the Sustainable Development Goals (SDGs), UNITAR supports Governments to implement the 2030 Agenda. UNITAR's strategic framework, covering 2018-2021, is organised around four out of five thematic pillars of the 2030 Agenda (Peace, People, Planet and Prosperity).

UNITAR provides training and capacity development activities to assist mainly developing countries with special attention to Least Developed Countries (LDCs), Small Island Developing States (SIDS), Low- and Middle-Income Countries (LMICs), and other groups and communities who are most vulnerable, including those in conflict situations.

By building capacities at critical levels, UNITAR makes significant tangible contributions to making countries, particularly the least developed ones capable of taking their development to the next level.

Activities implemented as a result of this RFP and the subsequent LTA will help the most vulnerable countries develop their capacities and systems to ensure continuous economic and social growth of the country due to the reduced burden of Non-Communicable Diseases (NCDs) on individuals, communities, and health systems.

On 28 November 2019, at its 60th session, the UNITAR Board of Trustees took note of and endorsed the Operations Agreement between UNITAR and The Defeat-NCD Partnership (dated 23rd July 2019) to host the secretariat of the Partnership.

4.2 The Defeat NCD Partnership

The Defeat-NCD Partnership is the practical response to the widespread call for action on NCDs. Formally [launched](#) during the United Nations General Assembly in New York on 24th September 2018. The Defeat-NCD Partnership is a 'public- private-people' partnership anchored in the United Nations but extending well beyond to include governments, multilateral agencies, civil society, academia, philanthropies, and the private sector.

The Defeat-NCD Partnership's vision is that of a world in which there is universal health coverage for NCDs. This is a direct contribution to the transformational 2030 Agenda for Sustainable Development to which all nations have subscribed.

The Defeat-NCD Partnership's mission is to enable and assist approximately 80 low resource countries¹, in its initial scope, to scale-up sustained action against NCDs so that they can progress on Sustainable Development Goal (SDG) 3, ensuring healthy lives and promoting well-being for all at all ages” and, more specifically, to achieve target 3.4 to “reduce, by one-third, premature mortality from NCDs by 2030”.

The Defeat-NCD Partnership's practical work is organised around four interconnected pillars that, taken together, constitute a comprehensive service package to tackle the most common gaps and constraints that challenge low-resource countries.

The Partnership four pillars of work include:

1. **National NCD Capacity Building**: to ensure that partner countries have essential institutional capacities, structures, systems and financing in place to tackle NCDs in a sustained and sustainable manner
2. **Community Scale Up of NCD Services**: to bring more of the necessary prevention and management of NCD services directly to more people who need them
3. **Affordability and Accessibility of Essential NCD Supplies (The Defeat-NCD Partnership Marketplace)**: to enable the consistent provision of affordable essential NCD medicines, diagnostics, and medical equipment and supplies in low resource countries
4. **Financing for Country Level NCD Programming**: to establish a long-term sustainable financing model for NCD programming in low-resource countries

The SDGs also drive the principal values of the Partnership, especially that of equity through aiming to “leave no one behind” and proactively reaching out to the neediest and most vulnerable. Striving for gender equality in how it operates is a principal driver.

A pervasive problem for resource-poor countries is the high cost (relative to income) and precarious availability of essential quality NCD Medicines, Diagnostics, Medical Equipment and Supplies.

To tackle this, The Defeat-NCD Partnership is designing a Marketplace to make the provision of quality assured essential NCD supplies simpler and more cost-effective. With market-sizing and price-tracking studies conducted in low resource countries, the Marketplace will address current market failures due to information imbalances and create a competitive environment that serves the fair interests of both buyers and suppliers, while bringing transparency to the process.

By leveraging market dynamics, such as pooled purchasing power, the Marketplace will achieve lower prices, improved quality control, standardisation, and more effective supply chains. Financial gains to countries benefiting from The Defeat-NCD Partnership services, including the Marketplace, will help building stronger public health systems including

¹ These include all countries that have low- or lower-middle income status, as well as others that are more prosperous in nominal income per capita terms but still need considerable help because their development status is heavily constrained by weak technical, human resource, and institutional capacities.

stronger national procurement and supply chain management capacities. The Marketplace also aims to help suppliers to tackle regulatory bottlenecks in an appropriate manner.

4.3 Market for NCD Supplies in Low Resource Countries

Market Size in US\$ Millions For 50 (out of 80) Low Resource Countries ²		
Item	Total Health Care*	Public Health Care
Medicines	200,727.0	60,218.1
Diagnostics, Medical Equipment and Supplies	180.8	54.3

(Source: DNCD in house research and quantification of demand for priority countries)

* Includes Private and Public Health Care

4.4 Objectives of the Services to be Provided

- 4.4.1 To enable, as a PA of DNCD, to operate a pooled procurement arrangement to supply NCD supplies to approximately 80 low resource countries in DNCD's initial scope.
- 4.4.2 To support DNCD country teams in assessing the demand for medicines, diagnostics, medical equipment and supplies to facilitate creation of consolidated orders.

4.5 Overview of the Services to be Provided

The DNCD will be offering two lines of service:

- 1) **Direct Procurement (DP):** For eligible clients (countries, international and multilateral organisations, Non-Governmental Organisations (NGOs), development agencies, donors, private sector, and networks of health care providers, etc.) to purchase NCD medicines, diagnostics, medical equipment and supplies from domestically mobilised resources or through external donor support.

Their financing, if needed, may be supported by:

- I. **Multilateral Investment Guarantee Agency (MIGA):** This arrangement is being established by DNCD and MIGA to guarantee payments in case an eligible national

² Disaggregation of the presented market size by region is presented in Annex L.

government defaults on payments to the PA as required by terms and conditions of the PO issued by DNCD on behalf of the government;

II. **Flexible Procurement Fund (FPF):** This is being established by DNCD. When operational, it will guarantee payments to the PA in case the eligible organisation or country defaults to pay the PA as required by the terms and conditions of the PO issued under the DP service.

2) **DNCD Funded Procurement:** For organisations and countries that may be donor-dependent for some or all their supplies and wish to expand or strengthen their NCD control programmes. DNCD Funded Procurement will initially be US\$ 100,000 per annum.

4.6 Functional Requirements

DNCD is seeking to contract the services of a procurement agent or agents to undertake one or more of the following activities:

- a) Reliable purchase, real-time reporting of progress and timely delivery of quality NCD medicines, diagnostics, medical equipment and supplies, such purchases being based on appropriate Long-Term Agreements with the suppliers/manufacturers.
- b) Selection, contracting, and management (where requested by DNCD) of quality control and pre-shipment inspection agents, and relevant services for purchased NCD medicines, diagnostics, medical equipment and supplies.
- c) Selection, contracting and management (where requested by DNCD) of transportation and insurance arrangements for purchased NCD medicines, diagnostics, medical equipment and supplies.
- d) Supporting DNCD in assessing and aggregating the demand for NCD medicines, diagnostics, medical equipment and supplies in approximately 80 low resource countries, in its initial scope.

SECTION 5: KEY ATTRIBUTES OF THE PROCUREMENT AGENT

5.1 Characteristics of the Bidder

5.1.1 Regulation:

- The bidder should be a registered organisation operating in the field of international procurement services of medicines, diagnostics, medical equipment and supplies with a proven track record of providing such services.

5.2 Corporate Nature

The bidder should provide information regarding the following:

5.2.1 General aspects

- General company information including company brochure and proof of registration as an Organisation in the country where it is based;
- Company vision and mission statement;
- Service commitment to customers and measurements used to establish this;
- Organisational structure;
- Geographical presence.

5.2.2 Financial Standing

- Audited financial statements and reports for three (3) years: 2017, 2018, 2019, and draft financial statements for 2020, if available;
- Forecasted financial statement for 2021.

5.2.3 Legal aspects

- History of Bankruptcy, if any;
- Pending major lawsuits and litigations in excess of US\$ 100,000 at risk (indicate particularly those by licensees or patent infringement);
- Pending criminal/civil lawsuits, past dues for tax or social security contributions.

5.3 Procurement Project Management Strategy and Key Relationships

5.3.1 Project Management

- Management approach towards the Project envisaged in this RFP (Procurement of NCD Medicines, Diagnostics, Medical Equipment and Supplies for DNCD);
- Experience in using Project Management concepts and setting up project teams, particularly in procurement, drawing on and/or integrating further staff from within its organisation as needed including project financing capacity;
- Approach for exercising management control;

- An example of a major similar Project set up implemented during the past three (3) years.

5.3.2 Contractual Relationships

- Current contractual programmes (with other UN agencies, major NGOs active in the area of Public Health, or major donors);
- Certification programmes and certification status (e.g., ISO, Project Management Certifications, Management Consultancy Certification, Audit Certification);
- Proposed sub-contractor arrangements including company information (please provide information as above for each major sub-contractor).

5.4 Experience and Competence

5.4.1 General Experience

- Relevant general experience (include description of the part of the bidder's Organisation devoted to providing the services being cited in the example given);
- Reference Information (pertaining to examples of specific relevant experience gained that demonstrates the Bidder's ability to deliver a solution that substantially demonstrates the capacity to meet the functional and technical requirements of this RFP).

5.4.2 Particular Experience

The Bidder shall possess the following experience and competencies:

- At least 5 years of experience in purchasing and delivering pharmaceutical and other health products from manufacturers on behalf of governmental and/or non-governmental organisations operating internationally. Experience in analysing and coordinating demand, analysing production capacity of suppliers, managing medical storage and logistics, including pre-shipment inspection (PSI), sampling, testing, and consolidation of deliveries, is also required. Experience in handling NCD supplies will be an advantage;

Please provide a comprehensive list of (a) clients/countries purchased from, (b) pharmaceuticals, and other health products purchased with the corresponding value per type of product (please categorise products by disease/disease type as far as possible), and (c) clients/countries supplied to in the past three (3) years, as well as examples of coordinating logistics.

- Experience in issuing Limited International Competitive Bids (LICBs) and awarding contracts based on adjudication thereof for purchasing pharmaceuticals, diagnostics, and other health products;

Please provide at least two (2) examples of LICBs issued, a description of the award process and at least two (2) examples of resulting contract(s) from the same LICB. Confidential details may be deleted, if necessary.

- Experience in issuing International Competitive Bids (ICBs) and awarding contracts for shipping and insurance at preferential rates and/or arranging and managing of shipping and transport insurance contracts;

Please provide details of freight forwarding contracts that are currently in place or were executed in the past for the shipment and insurance of goods to be supplied internationally, including freight rates and transit times and shipping agent details. It is expected that the PA, if necessary, can provide air freight and sea freight alternatives for outbound traffic originating e.g., from China, India (Mumbai), Europe and USA to destinations including, but not limited to Africa (including landlocked countries), Central, South and South East Asia, Eastern Europe, Latin America, and the Caribbean.

- Experience in (a) issuing LICBs and awarding contracts for pre-shipment inspection, batch sampling and laboratory analysis for pharmaceutical products purchased and/or (b) organisation and management of pre-shipment inspections, batch sampling and laboratory analyses for pharmaceuticals and other commodities purchased;

Please cite an example of an LICB issued and adjudicated and/or of established procedures for the management of pre-shipment inspection and laboratory analyses of products supplied internationally during the past three (3) years.

- Experience in monitoring and appraising the performance of manufacturers and other subcontractors, based on data generated from a data management system.

Please provide details of the existing internet-based system utilised or the system to be put into operation by your organisation, if planned (in case of the latter specify expected date of operationalisation).

Please provide a comprehensive and detailed description of the indicators and parameters used for monitoring supplier performance and at least two (2) examples of monitoring reports.

5.4.3 Competencies

- Ability to effectively manage stockpiles of pharmaceuticals and related supplies at one or more locations in one or more countries, as needed (either via a sub-contractor or directly/in-house). The warehouse(s) for stockpiled products should be subject to internationally recognised standards for storage and distribution of pharmaceuticals (including those for NCD supplies), for rapid delivery to selected destinations around the globe;

Please provide details on your organisation's capacity to arrange for establishment and management of medicine stockpiles.

- Ability to offer, manage and maintain an internet-based data collection and processing system capable of (a) allowing clients to place orders electronically, (b) informing clients/consignees, DNCD, manufacturers, subcontractors, and other interested parties of the day-to-day progress of the procurement and supply process, and (c) generating reports on the procurement and supply process;

Please provide an outline of your web-based system. This system should be able to receive direct data inputs including procurement POs and order status from contracted manufacturers, inspection agents, and transport companies.

- Ability to comply with Quality Aspects:
 - The PA shall comply with the Model Quality Assurance Systems (MQAS) for procurement agencies as defined by WHO Technical Report Series No. 937, 2006;
 - The PA should have an operational Quality Management System in place;
 - The PA will comply with any Policy Directive that the DNCD issues to it with respect to any NCD medicines, diagnostics, medicinal equipment and supplies.

SECTION 6: SCOPE OF WORK AND REQUIREMENTS

6.1 Core Technical Tasks

The selected PA will be expected to carry out the following core technical procurement functions:

6.1.1 Prepare, issue, and adjudicate Limited International Competitive Bids

- Prepare LICB documents for pharmaceuticals, incorporating specific information provided by DNCD:

 1. Issue LICBs to pharmaceutical suppliers short-listed on the basis of DNCD quality assurance criteria;
 2. Issue, from time to time, on request by DNCD, Requests for Quotations for large orders or sets of orders;
 3. DNCD may, as part of its market shaping mandate, identify manufacturers and suppliers from time to time. DNCD will provide the details of such entities to the PA. For all LICBs, the PA may exclude any suppliers identified by DNCD if there are sound commercial and/or other reasons. In such cases, the reasons for disqualification must be documented and agreed to by DNCD;
 4. Undertake adjudications of bids submitted pursuant to LICBs, with DNCD providing necessary technical, non-commercial input to arrive at the awarding of final contracts and conclusion of LTAs. LTAs will be entered for a period of one year, with the possibility of extension for two consecutive years, one year at a time, upon mutual agreement between the parties. Price increases upon extension shall be subject to assessment in terms of relevant raw material price indexes, exchange rates, etc;
 5. Prices for products secured via LICBs are expected to remain at or below a fixed price for the duration of the LTAs concluded. On an exceptional basis, should a price need to be revised, any revision shall be based on the relevant price revision clause of the LICB issued by the PA and DNCD will be advised of such a required revision at least two months in advance. Any price revision will require clearance by DNCD in writing. No retroactive price changes will be permitted by DNCD for Purchase Orders already issued to and accepted by suppliers;
 6. Without prejudice to the PA's obligations/responsibilities under any resultant Contract, the PA will be required to provide DNCD with bid evaluation report(s) for approval no more than 14 working days after each bid opening.

- The procurement processes used by the contracted PA shall be transparent and adhere to internationally accepted public sector procurement rules, applicable to LICB procedures. Supply awards will, where possible, be made to more than one supplier for each product according to the scheme agreed between the PA and DNCD;

- Multiple contract awards for each **product type** and **packaging thereof** will be made where possible, i.e., preferably at least two suppliers per product type and packaging thereof;
- If multiple awards are not possible the PA will inform DNCD of this, with reasons why such an allocation cannot be done;
- The final award scheme shall be agreed upon between the PA and DNCD;
- In case of failure by the manufacturer to perform under the terms and conditions of the LTA, including but not limited to failure to obtain necessary export licences or to make delivery of all or part of the products by the delivery date or dates, based on instructions from DNCD, the PA may, after giving the manufacturer reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:
 - a) Procure all or part of the products from other sources, in which event, the PA may hold the manufacturer responsible for any excess cost occasioned thereby. In exercising such rights, the PA shall mitigate its damages in good faith;
 - b) Refuse to accept delivery of all or part of the products;
 - c) Terminate the LTA. This action should lead to forfeiting any deposit in the form of earnest money, that the manufacturer may have been asked to deposit at the time of establishing the LTA.

6.1.2 Enter into Long Term Agreement with Suppliers

Following LICBs (or price negotiations in case of sole source supplies) the PA shall notify successful bidders of their awards and prepare legally binding LTAs in accordance with the terms and conditions of the LICB, the proposal, the PA's conditions, and within the limits agreed with DNCD:

- 6.1.2.1 Suppliers will be instructed that cases of non-conformity found by the laboratory contracted by the PA/DNCD in the course of business, during the time period of the agreement with the supplier, may be made public through a reporting mechanism, possibly in collaboration with other public procuring entities, NGOs, or donors.
- 6.1.2.2 For appointing subcontractors, approval of DNCD/UNITAR will be needed. Please note the UN provision for subcontracting in Article 4 of the UN “General conditions of Contract” which can be found at [This Link](#).

6.1.3 Issue Purchase Orders to Suppliers

- 6.1.3.1 Accept purchase enquiries and Purchase Orders ("POs" or "PO" in singular form) from DNCD for fixed quantities of specified products per customer to be delivered to specified consignees according to preferred lead times;
- 6.1.3.2 DNCD will be issuing its POs based on Carriage and Insurance Paid (CIP) Incoterms (2010/2020) port of entry (international airport/seaport, major train, truck, or bus terminal) unless agreed otherwise between DNCD and the PA;
- 6.1.3.3 The PA is expected to advise the DNCD Procurement Officer (PrO) standard lead time per PO placed with the PA and once recorded in the DNCD system, the PA will need to comply with this lead time;
- 6.1.3.4 Lead times are measured as a default from placement of PO by DNCD with the PA until first shipment arrives at the destination. For several, staggered shipments, lead times may also be measured per individual shipment;
- 6.1.3.5 For every PO, the PA will be required to dispatch to the Consignee in advance of delivery of the order (advance period to be specified by DNCD and/or Consignee), all documents required for importation and "Customs Clearance" of the goods. Dispatch is required in hard copy by courier and by email. This activity implies effective management of the flow of documents between various parties involved in the supply chain i.e., suppliers, quality control agents, freight forwarders and final consignees;
- 6.1.3.6 The PA will be required to ensure confirmation in writing by the Consignee of receipt and clearance of goods delivered via an efficient reporting mechanism;
- 6.1.3.7 Due to the production capacity of a particular manufacturer, or at the request of an institution, the PA may be compelled to organise partial deliveries subject to production schedules or capacities of manufacturers. Should any changes to a PO be required, the process outlined above will be followed using an amended PO;
- 6.1.3.8 POs issued by the PA would fall under two categories depending on the funding source for the order:
 - (a) DIRECT PROCUREMENT: (see Annex H for more details on this service): These are POs funded by eligible clients (countries, international and multilateral organisations, NGOs, development agencies, donors, private sector, and networks of health care providers, etc.) approved by DNCD, whereby payment for the orders is made directly to the PA as per agreed terms by the procuring authority within the organisation or country (including its Ministry of Health) via a separate contract between the client and the PA. The PA will sign a contract

with the client and handle receipt of payment. The PA should indicate what payment terms will be used for clients under this service.

Payment guarantees and bridge financing under this modality may be extended to eligible clients through MIGA or the FPF being established by DNCD;

(b) **DNCD FUNDED PROCUREMENT**: (see Annex G for more details on this service): These are POs funded by DNCD and will be invoiced to DNCD.

For all purchase requests under (a) and (b) DNCD will issue a PO as a pre-condition to the PA issuing POs to contracted suppliers.

Procurement under categories (a) and (b) above are expected to be executed according to the service fee expressed as a percentage of the cost of the products in the PO as provided in the Financial Proposal section of this RFP (Annex D).

DNCD has instituted a handling fee to defray procurement management-related costs arising at DNCD for DP orders. For this purpose, the PA shall be requested to levy a joint fee, covering both DNCD and PA components of the fees, to be paid by the procuring authority within the organisation or country³.

The PA will be required to associate each PO issued with the category of procurement under which it falls i.e. (a) or (b) for DNCD tracking and reporting purposes.

Exclusivity: For the duration of the PA's Contract with UNITAR for DNCD, the PA shall agree not to act as an agent for the products solicited under this RFP for any party other than DNCD. Any request from outside DNCD, shall only be permissible subject to DNCD's prior written approval.

6.1.4 Consolidate Orders

Arrange for the consolidation of POs intended for one destination from more than one supplier. This may require consolidation at a designated warehouse with appropriate stock management and short-term storage capacity, subsequent to transfer of goods from contracted suppliers to contracted freight forwarders and prior to loading onto the required vessel for final transport.

6.1.5 Make Payment to contracted/sub-contracted suppliers and agents

Make payment to contracted suppliers and other contracted/sub-contracted agents, in accordance with the terms and conditions of the contracts and DNCD agreement on the same. The bidder should submit the expected Payment Terms for the relevant agent(s) as supporting documentation to this RFP.

³ The fee to be declared under this RFP as required in Annex D "Financial Proposal Submission Form" of this RFP is only the fee to be charged by the PA.

6.1.6 Order Placement and Payment Procedures

Execute order placement, invoicing and payment procedures as given in Annexes G and H.

6.1.7 Quality Assurance and Control

DNCD is responsible for defining quality aspects of all products that it supplies, i.e.:

- Product quality standards;
- Quality-related eligibility criteria for the selection and evaluation of products and manufacturers;
- Issues linked to prequalification of products and suppliers;
- Product quality monitoring programme and procedures.

For all NCD medicines, diagnostics, medical equipment and supplies (examples provided in Annex K), the PA will be required to implement on behalf of DNCD contracts agreed for Consignment Inspection and Sampling (CIS), and Quality Control Testing (QCT) services. These contracts are expected to remain in effect until end 2022. When order management under these contracts comes to an end, the PA will be required to either:

- a) Implement on behalf of DNCD a similar new contract with the CIS and QCT agents; or
- b) Manage the competitive selection of and finalisation of contracts with agent(s) on behalf of DNCD to conduct Pre-Shipment Inspection (PSI), batch sampling and Laboratory Analysis (Lab) for the quality control of consignments of NCD medicines, diagnostics, medical equipment and supplies prior to shipment, and upon request from DNCD, after shipment to specified countries. LICBs for this purpose would be expected to be conducted every two years. DNCD may provide technical advice, including selection criteria of a technical nature, as part of the LICB process.

The PA will be required to manage contracted PSI and Lab entities in an efficient and cost-effective manner. Under option b) above, the PA would manage the flow of information and documents for quality control based on up to possibly four contracted quality control entities, e.g., one PSI agent and one sampling/testing agent or alternatively one PSI/sampling agent and three testing laboratories, which may be located in different regions or countries. The PA activities should help maintain the shortest lead time possible for order deliveries.

Existing (CIS) and (QCT) agents that the Bidder may already have contracts with may be used subject to providing that details to NCD and obtaining its approval.

Management of contracted CIS and QCT entities on behalf of DNCD will comprise:

For PSI: Arrangement for and monitoring of pre-shipment inspection of all POs before shipment (and upon DNCD request, post-shipment), through the contracted CIS agent. Shipments below US\$ 2,000 are currently exempted. Ensure that order terms, product specifications and other key characteristics such as labelling, approved shelf life, packaging requirements and branding as per the PO and LTA are monitored by the CIS Agent. Ensure

that a Clean Report of Findings (CRF) is issued by the CIS agent for every order subject to PSI within the defined timelines as per the DNCD approved procedures;

For Laboratory Analysis: (a) In accordance with DNCD's Quality Assurance Policy and Procedures, arrangement for monitoring of the pre-shipment sampling of batches of NCD medicines, diagnostics, medical equipment and supplies (and upon DNCD request, post-shipment) and forwarding of samples to the contracted testing laboratories through the contracted CIS agent, and (b) confirmation of laboratory analysis results before payment to suppliers and shipment of the order is made. The PA should also plan for "Out of Specifications" occurrences, repeat test(s), client complaints, traceability of deliveries and recalls in the order handling process. DNCD will apply a randomised scheme for testing batches of NCD medicines, diagnostics, medical equipment and supplies.

Final POs shall be copied to the contracted CIS agent when first issued.

6.1.8 Registration of Products in DNCD Supported Countries and Other Legal and Regulatory Matters

The PA shall create and maintain a regularly updated database with information on the current registration status of products. The PA will be providing updated information to DNCD through database updates in the required quarterly progress reports (see Reporting in Section 6.1.19).

6.1.9 Arrange Shipment

- Arrange for shipment of ordered supplies to the agreed point of delivery in the recipient country based on Incoterms agreed upon between DNCD and the PA;
- The PA will always be required to provide freight options with detailed cost breakdown (and corresponding US\$ cost quotations) for air, sea and overland or combination thereof) based on cost effectiveness, any product-related constraints, and the preferred lead time. In case of doubt, at least 2 options and cost quotations per mode of transport (air, sea, overland or combination thereof) may be expected.

The maximum response time for providing freight cost quotations shall be approximately three (3) working days.

6.1.10 Facilitate Timely and Appropriate Shipping of NCD Medicines, Diagnostics, Medical Equipment And Supplies.

The PA will monitor and enforce that deliveries are being made in accordance with the agreed delivery schedule, Incoterms, and selected carrier(s):

1. To ensure security of conveyance, bundling of high value items with third party shipments should be avoided where possible;
2. For temperature sensitive products, the PA will inform the freight forwarder the requirements in order to secure appropriate transport and transit storage conditions. The supplier may be requested to include temperature loggers in such shipments.

The PA will ensure that the freight forwarder makes available, for use by the PA and DNCD, a straightforward freight estimation tool, with indicative prices by weight & volume, geographical region, mode of transport, accessibility of destination, and complexity of shipment. The tool should be updated as needed.

6.1.11 Arrange for the Required Insurance.

Selection of Freight Forwarders, Shipping Agents, Transport Companies, and Insurance Agent(s) will be done in close cooperation with and after final approval of DNCD:

- The PA will be required to: (a) insure goods for replacement value including transport costs and obtain insurance appropriate for the storage, transport, and delivery of the products, (b) provide to DNCD a summary of insurance claim procedures for inclusion in the Customer Feedback Form, (c) arrange for immediate replacement of goods, before settlement of insurance claims; and (d) arrange settlement of insurance claims if necessary;
- Services of shipping and insurance will be invoiced to DNCD separately for DNCD Funded Procurement POs as per the provisions on "Payment and Invoicing Processes" in Annex G;
- Without prejudice to the requirement under the previous clause, the bidder may offer the services of the aforementioned agents based on already existing contracts with them for the same concessionary rates. In this regard, bidders are requested to list in their Proposal any special arrangements and price schedules and rates they already have with freight/shipping/transport/insurance agents for the type of shipments required;
- DNCD reserves the right to require the PA to issue an LICB to contract freight/shipping/transport/insurance services separately (no more than one LICB every 2 years) or to obtain these services through the contracted suppliers.

6.1.12 Expediting, Confirmation of Receipt

- The PA is expected to follow up on all orders placed with suppliers and freight forwarders in order to ensure compliance with advised schedules. Expediting services include monitoring of receipt of goods by the client through documented confirmation of receipt. Where the confirmation, despite two reminder(s), cannot be obtained within due time as established in the relevant SOP, the PA will promptly notify DNCD for further follow up from its side with the client;
- The consignee will be responsible for receipt of products at the port of entry or other designated destination, Customs clearance, and other import requirements as well as in-country storage, distribution, and monitoring of all supplies, unless otherwise agreed between DNCD and the PA. The PA shall also follow up in regard to completion of the Customer Feedback Form.

6.1.13 Web-based Information Management and Dissemination

For its own administration of orders and interaction with suppliers, the PA should ensure availability of dedicated information technology personnel throughout the duration of the

contract and describe the system in place or what it could offer at the time of Proposal submission. The system should be web-based and enable:

- Web-based generation of quotations/pro-forma invoices covering cost of products, any quality control, shipping, and insurance for DNCD and other clients;
- The PA to: (a) provide the final consignee and DNCD selected information concerning each step in the supply chain process including details on POs (contents, date placed, category), stockpiled products, suppliers progress, readiness of goods for shipment, changes in delivery dates, date of pre-shipment inspection, results of any inspections and laboratory analysis, shipping, port arrival, customs clearance and delivery to consignee (b) provide reports on performance of all actors in the supply chain, including that of the PA, in relation to timely execution of responsibilities as per agreed SOPs.

In the event that the PA intends to institute a new system, concrete plans to develop the same with expected implementation within a reasonable time period after contract signature should be detailed in the proposal.

6.1.14 Action Point Tracking System

The PA is expected to have an Action Point Tracking System and allow DNCD access to it for determining the status of a consignment.

6.1.15 Quality Management System

The PA shall have an operational Quality Management System (QMS) in place and will use it for procurement activities under this RFP.

6.1.16 Participation in National Tenders

The PA shall actively monitor and inform DNCD well in advance on the National tenders for products that DNCD supplies as they arise in the market and may be requested by the latter to participate in these on behalf of DNCD, upon advice and/or in coordination with it.

6.1.17 Standard Operating Procedures

The PA will be required to develop SOPs that cover the entire order process up to confirmation of receipt/clearance of the delivered goods by the consignee. The SOPs will include the responsibilities of all parties involved in the supply chain including: PA, Suppliers, DNCD, CIS and QCT agents, Freight Forwarders and Consignees. The SOPs shall be finalised within eight (8) weeks of signing the LTA to be concluded following this RFP, and can be based on existing SOPs of the PA.

6.1.18 Procurement Agent Project Management Team

The PA shall describe its concept of an appropriate PA Project Management Team structure. The PA shall ensure management of the DNCD project is based on a dedicated team of procurement professionals with sufficient knowledge and experience in:

- Supply chain management, export/import and other regulatory issues, logistics, with a minimum 2 years of appropriate experience;
- Procurement, including e-procurement;
- Language proficiency to serve a global client base and excellent communication skills;
- Supply chain risk management.

The following experience is optional:

- IT systems and IT development;
- Financial management.

The PA will identify a core team of persons that will work on this project. Replacement of personnel within the PA's "Core Project Team" for this project shall be subject to endorsement by DNCD.

6.1.19 Monitoring and Reporting Requirements

- The PA shall regularly evaluate suppliers and other service providers and include summary evaluations in its periodic reporting to DNCD. The PA will maintain a system for monitoring and evaluating performance of suppliers and service providers, enabling input of assessments;
- For the contracts entered into by the PA, liquidated damage clauses shall be included where possible subject to discussions with DNCD. The PA will apply liquidated damages to individual orders as indicated in order to a) be able to finance compensatory measures, such as acceleration of orders through air freighting in case of delay and b) reinforce the effort to discipline supply partners in regard to their contractual obligations;
- The PA will inform suppliers that all agreed product prices for executed orders may be made public through the DNCD website, publications, or through the use of instruments such as the Global Price Reporting Mechanism (GPRM) or similar reporting arrangements;

Technical Reports: The PA will provide detailed technical reports on a quarterly basis on the performance of all actors in the supply chain, including its own performance, in relation to timely execution of responsibilities as per agreed SOPs. Where performance is below par for any agent, the PA will provide an explanation for the same to the best of its ability and recommend corrective actions. Such reports will include an update on the status of the registration of the products of contracted suppliers in the countries to which they have been supplied.

6.2 Essential Supporting Service Requirements

6.2.1 Finance and accounting requirements

6.2.1.1 FINANCIAL REPORTING

The PA will provide DNCD with:

- Distinct financial accounting for this project;
- Submit monthly financial statements in an agreed format in a transparent manner of all transactions made with the PA within the framework of any resultant contract with third parties;
- A financial report after the expiration or earlier termination of its Contract with UNITAR for DNCD. The report shall cover POs issued by DNCD, payments received by the PA from it and related financial data;
- Any ad hoc reports DNCD might require;
- Monthly report of the individual client financial balance with the PA;
- DNCD and the PA will draft a reconciliation list to be updated continuously and exchanged between the parties once a month, in a format to be agreed upon between the Parties (The PA and DNCD).

6.2.1.2 PERFORMANCE MONITORING

DNCD and the PA shall hold meetings (in person, by video- or teleconference) every quarter in conjunction with the quarterly “Technical Reports” submitted by the PA to DNCD. These meetings shall include review of the PA's performance as per agreed Key Performance Indicators (KPIs). Observance of agreed lead times/turnaround times, responsiveness (communication), cost effectiveness (consolidation of shipments, competitiveness of freight rates), stock management will be assessed.

6.2.2 Other Essential Requirement

6.2.2.1 CARBON FOOTPRINT/GOING GREEN

The PA shall ensure that suppliers and service providers minimise greenhouse emissions in their activities to the extent possible. To this end, suppliers shall where possible offer that any equipment upon expiry of its intended use will be accepted for re-collection and recycled or otherwise disposed of in an environmentally sound way.

6.2.2.2 SUPPLIER MONITORING TOOL

The PA jointly with DNCD will need to develop the supplier performance monitoring tool based on KPIs which should serve as a real-time performance evaluation tool as per DNCD quality objectives.

6.3 General Requirement

6.3.1 Market Intelligence

The PA is expected to participate in joint market intelligence exercises conducted by DNCD country teams designed for analysing the market for NCD medicines (finished product, active pharmaceutical ingredients) and diagnostics, medical equipment and supplies in order to aggregate demand from different sources to help in the market shaping work of DNCD and facilitate the development of proactive procurement strategies. Offering this service, while not a core requirement expected from the PA, would be regarded as an advantage.

SECTION 7: EVALUATION OF PROPOSALS

7.1 Confidentiality

- Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such processes, even after the publication of the contract award;
- Any effort by a Bidder or anyone on behalf of the Bidder to influence UNITAR in the examination, evaluation, and comparison of the Proposals or contract award decisions may, at UNITAR'S decision, result in the rejection of its Proposal and may be subject to the application of prevailing UN vendor sanctions procedures.

7.2 Evaluation of Proposals

Evaluation of proposals consists of the following steps:

- a) Preliminary Examination;
- b) Evaluation of Eligibility and Qualification, as per the Mandatory Requirements below;
- c) Evaluation of Technical Proposals;
- d) Evaluation of Financial Proposals.

7.3 Preliminary Examination

UNITAR shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNITAR reserves the right to reject any Proposal at this stage.

7.4 Evaluation of Eligibility and Qualification

Bidders will receive a pass/fail rating on this section. In order to be considered for Technical and Financial Proposal Evaluation, Bidders must meet all the mandatory criteria described below.

All requirements listed within the list below shall be provided and included in the Technical Proposal envelope using the same submission guidance in addition to completing and submitting Annex B to this RFP. UNITAR reserves the right to verify any information contained in the Bidder's response, or to request additional information after the proposal is received.

Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions, will affect the evaluation of proposals.

No	Mandatory requirements to be evaluated on a Pass/Fail rating	
	UNITAR requirements	Bidder's response
1	Bidder is not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNITAR or UNGM ineligible vendors list.	Yes/No
2	Bidder is duly registered as a Vendor in UNGM at a minimum, at the Basic Level. Bidder is directed to Annex F for more information on UNGM registration in order to get registered.	Yes/No
3	Bidder has a good financial standing and has access to adequate financial resources to perform the contract and all existing commercial commitments.	<p>Please provide:</p> <p>a) Audited Financial Statements for 3 Years, 2017,2018, 2019.</p> <p>b) Draft Financial Statements for 2020, if available.</p> <p>Provided: Yes/No</p>
4	Bidder fully accepts the United Nations General Conditions of Contract for the Provision of Goods and Services which can be found at This Link .	Yes/No
5	Bidder is officially registered company/organisation.	<p>Please provide documentation for the legal status of the company/organisation</p> <p>Provided: Yes/No</p>
6	Bidder has at least five (5) years of experience in purchasing and delivering pharmaceutical and other health products from manufacturers on behalf of governmental and/or non-governmental organisations operating internationally.	<p>Please provide a comprehensive list of (a) clients/countries that purchased using the services of the Bidder, (b) pharmaceuticals and other health products purchased with the corresponding value per type of product (please categorise products by disease/disease type as far as possible).</p> <p>Provided: Yes/No</p>
7	Bidder has at least three (3) years of experience in stockpiling of pharmaceuticals, coordinating logistics, including pre-shipment	Please provide a list of clients/countries supplied to in the past three (3) years, as well as

	inspection (PSI), sampling, testing, consolidation of deliveries. Experience in handling NCD medicines, diagnostics, medical equipment and supplies will be an advantage.	examples of coordinating logistics and stockpiles of pharmaceuticals. Provided: Yes/No
NB. Bidders shall furnish documentary evidence that they meet the above mandatory requirements.		

7.5 Evaluation of Technical Proposals

- 7.5.1 The Bidder's proposal must be organised to follow the format indicated in Section 3, Paragraph 3.7, of this RFP. Each Bidder must respond to every stated request or requirement, and indicate that the Bidder confirms acceptance of, and understands UNITAR stated requirements.
- 7.5.2 The Bidder should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the Bidder's proposal will be deemed as accepted by the Bidder.
- 7.5.3 Where the Bidder is presented with a requirement or asked to use a specific approach, the Bidder must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive. Where a statement of non-compliance is provided, the Bidder must indicate its reasons and explain its proposed alternative, if applicable, and the advantages and disadvantages to UNITAR of such a proposal.
- 7.5.4 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in Section 7 and in Annex E (Evaluation Criteria). A Proposal shall be rendered nonresponsive at the technical evaluation stage if it fails to achieve the minimum technical score. If deemed necessary, UNITAR may invite technically responsive bidders for a presentation related to their technical proposals. The ground rules for the presentation are provided in point 3.14 of Section 3.
- 7.5.5 The Detailed Evaluation Criteria are presented in Annex E.
- 7.5.6 Technical proposal consists of the following:
- The Technical proposal submission form as per Annex C;
 - Certificate of Bidder's Eligibility and Authority to Sign Proposal as per Annex B;

- c) All documents required as per the RFP.

7.6 Evaluation of Financial Proposals

- 7.6.1 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered nonresponsive shall remain unopened and discarded.
- 7.6.2 The Financial Proposal Submission Form (Annex D) must be completed in its entirety.
- 7.6.3 Financial proposals must be submitted as indicated in Annex D.
- 7.6.4 The completed Financial Proposal Submission Form constitutes Bidder's Financial Proposal and fully responds to Request for Proposal No. RFP/UNITAR/NCD/2021/001.
- 7.6.5 The Detailed Evaluation Criteria are presented in Annex E.

7.7 Due Diligence

UNITAR reserves the right to undertake a due diligence exercise aimed at determining to its satisfaction the validity of the information provided by the Bidder. Such an exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:

- a) Verification of accuracy, correctness, and authenticity of information provided by the Bidder;
- b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;
- c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder.

Other means that UNITAR may deem appropriate, at any stage within the selection process, prior to awarding the contract.

ANNEX A: PROPOSAL CONFIRMATION FORM

I. Proposal Confirmation form

If after assessing this opportunity you have made the determination to submit a proposal we would appreciate if you could return this form by the date indicated in the Data Sheet.

To:	Administration and Procurement Unit, UNITAR Email: tendering@unitar.org or fax: +41 917 8043	Date:
From:		
Subject:	Response to RFP/UNITAR/NCD/2021/001	
<input type="checkbox"/> YES, we intend to submit an offer.		
<p>If UNITAR has questions to the Bidder concerning this REQUEST FOR PROPOSAL, UNITAR should contact Mr./Ms. _____, phone _____, email _____, who will be able to assist.</p>		

Annex A Continued:

II. No Proposal Confirmation form

If after assessing this opportunity you have made the determination not to submit a proposal by the date indicated in the Data Sheet, we would appreciate if you could return this form indicating your reasons for non-participation.

To:	Administration and Procurement Unit, UNITAR Email: tendering@unitar.org or fax: +41 917 8043	Date: _____
From:	_____	
Subject:	Response to RFP/UNITAR/NCD/2021/001	

☐ NO, we are unable to submit a proposal in response to the above-mentioned Request for Proposal due to the reason(s) listed below:

- ☐ The requested products are not within our range of services/supply.
- ☐ We are unable to submit a competitive offer for the requested products at the moment.
- ☐ The requested products are not available at the moment.
- ☐ We cannot meet the requested scope of work.
- ☐ The information provided for quotation purposes is insufficient.
- ☐ The RFP is too complicated.
- ☐ Insufficient time is allowed to prepare a quotation.
- ☐ We cannot meet the delivery requirements.
- ☐ We cannot adhere to your terms and conditions (please specify payment terms, request for performance security, etc.)
- ☐ We do not export.
- ☐ We are closed during the holiday season.
- ☐ We had to give priority to other clients' requests.
- ☐ We do not sell directly but through distributors.
- ☐ We have no after-sales service available.
- ☐ The person handling the proposals is away from the office.
- ☐ Other (please provide reasons) _____

☐ We would like to receive future RFPs for this type of services/goods

☐ We do not want to receive RFPs for this type of services/goods

ANNEX B: ELIGIBILITY AND QUALIFICATION FORM

To:	Administration and Procurement Unit of UNITAR	
Date:		
<p>Dear Sir/Madam,</p> <p>a) The Technical Proposal envelope/the Technical Proposal email is herewith submitted in accordance with the instructions given in the Request for Proposal.</p> <p>b) The completed and signed Technical Proposal Submission Form, together with all the returnable forms are duly completed together with any other supporting documentation and being submitted in accordance with this RFP. This voluntarily constitutes our Technical Proposal and fully responds to the Request for Proposal No RFP/UNITAR/NCD/2021/001. The eligibility confirmation form is filled as below:</p>		
Bidder Eligibility Confirmation and Information		Bidder's Response
1. What year was your firm/organisation established?		_____
2. In what province/state/country is your firm/organisation established?		_____
3. Has your firm/organisation ever filed or petitioned for bankruptcy? (If YES, explain in detail the reasons why, filing date, and current status.)		Yes No
4. Have you ever been terminated for non-performance on a contract? If YES, describe in detail.		Yes No
5. Have you ever been suspended or debarred by any government, a UN agency or other international organisation? If YES, provide details, including date of reinstatement, if applicable.		Yes No
6. It is UNITAR policy to require that Bidders and their sub-contractors observe the highest standard of ethics during the selection and execution of contracts. In this context, any action taken by a Bidder or a sub-contractor to influence the selection process or contract execution for undue advantage is improper. In pursuance of this policy, UNITAR: (a) defines, for the purposes of this provision, the terms set forth below as follows:		Do you confirm that such practices are not engaged in? Yes No

<p>(i) “corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;</p> <p>(ii) “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;</p> <p>(iii) “collusive practices” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;</p> <p>(iv) “coercive practices” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;</p> <p>(v) “obstructive practice” is:</p> <p>(aa) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or</p> <p>(bb) acts intended to materially impede the exercise of UNITAR’ inspection and audit rights.</p> <p>Confirm that the Bidder and its sub-contractors have not engaged in any corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for this solicitation</p>	
7. Officials not to benefit: Confirm that no official of UNITAR has received or will be offered by the Bidder or its sub-contractors, any direct or indirect benefit arising from this solicitation or any resulting contracts.	Confirm Yes No
8. Confirm that the Bidder supports the principles of the United Nations Global Compact, which includes respecting fundamental human- and labour rights and advancing environmental responsibility.	Confirm Yes No
9. Confirm that the Bidder is not engaged in any activity that would put it, if selected for this assignment, in a conflict of interest with UNITAR.	Confirm Yes No
10. UNITAR policy restricts companies from bidding on or receiving UNITAR contracts if a UNITAR personnel or their	

<p>immediate family are an owner, officer, partner, or board member or in which the personnel or their immediate family has a financial interest.</p> <p>Confirm that no UNITAR personnel or their immediate family are an owner, officer, partner, or board member or have a financial interest in either the Bidder or its sub-contractors.</p>	<p>Confirm Yes No</p>
<p align="center">Certificate of Bidder's Eligibility and Authority to Sign Proposal:</p>	
<p>I, _____, certify that</p> <p>I am _____ of</p> <p>_____; that by signing this RFP bid for and</p> <p>on behalf of _____ I am certifying that all</p> <p>information contained herein is accurate and truthful and that the signing of this</p> <p>bid is within the scope of my powers.</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>_____</p> <p>(Name)</p> </div> <div style="text-align: center;"> <p>_____</p> <p>(Title)</p> </div> </div> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>_____</p> <p>(Signature)</p> </div> <div style="text-align: center;"> <p>_____</p> <p>(Date)</p> </div> </div>	
<p>Mailing address (street name/number/city/town/province/state):</p>	
<p>Telephone Number:</p>	
<p>Fax Number:</p>	
<p>Email address:</p>	

ANNEX C: TECHNICAL PROPOSAL SUBMISSION FORM

Technical Proposal Submission Form	
Name of Bidder:	
Date:	
RFP Reference:	RFP/UNITAR/NCD/2021/001
<p>We, the undersigned, offer to provide the services for the provision of Procurement Agent services to The Defeat-NCD Partnership for Non-Communicable Diseases medicines, diagnostics, medical equipment and supplies in accordance with your Request for Proposal No. RFP/UNITAR/NCD/2021/001. We are hereby submitting our Technical Proposal.</p> <p>We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium/Association members or subcontractors or suppliers for any part of the contract:</p> <p>a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;</p> <p>b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organisation or the World Bank Group or any other international Organisation;</p> <p>c) have no conflict of interest as defined in the RFP;</p> <p>d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if the said UN staff member has or had prior professional dealings with our firm in his/her capacity as a UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);</p> <p>e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against us that could impair our operations in the foreseeable future;</p> <p>f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN, and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.</p>	

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by UNITAR.

We offer to provide services in conformity with the Bidding documents, including the UN General Conditions of Contracts for the Provision of Services and in accordance with the Terms of Reference.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the RFP Data Sheet.

We understand and recognise that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorised by _____ to sign this Proposal and bind it should UNITAR accept this Proposal.

Name:	
Title:	
Date:	
Signature:	
	[Stamp with official stamp of the Bidder]
Provide the name and contact information for the primary contact from your company for this statement	
Name:	Title:
Mailing address (street name/number/city/town/province/state):	
Tel. no:	
Fax no:	
Email address:	

ANNEX D: FINANCIAL PROPOSAL SUBMISSION FORM

Financial Offer Cover Letter	
Name of Bidder:	
Date:	
RFP Reference:	RFP/UNITAR/NCD/2021/001
<p>We, the undersigned, offer to provide the services for the provision of Procurement Agent services to The Defeat-NCD Partnership for Non-Communicable Diseases medicines, diagnostics, medical equipment and supplies in accordance with your Request for Proposal No. RFP/UNITAR/NCD/2021/001. We are hereby submitting our Financial Proposal.</p> <p>We commit our Offer to be bound by this Financial Proposal for carrying out the range of services as specified in the solicitation package.</p> <p>In compliance with this RFP, the undersigned proposes to furnish all services as stipulated in the RFP. This shall be done at the price set in this Financial Proposal and in accordance with the requirements of this RFP. The offer is valid till _____</p>	
<div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;"> <p>_____</p> <p>(Signature)</p> <p>_____</p> <p>(Date)</p> </div> <div style="text-align: center;"> <p>_____</p> <p>(Name)</p> <p>_____</p> <p>(Title)</p> </div> </div>	
Provide the name and contact information for the primary contact from your company for this quotation:	
Name:	Title:
Mailing address (street name/number/city/town/province/state):	
Tel. no:	
Fax no:	
Email address:	

Annex D Continued**Financial proposal submission form**

The bidder shall indicate its proposal for the handling fee, expressed as a percentage of the total US\$ cost of the supplies in a PO (excluding freight, insurance, any quality control, and other additional costs).

Bidders are requested to break down their proposed handling fee for information for each LOT of Items in accordance with the structure in the table below:

LOT- 1 Items (NCD Medicines)				
No.	Specifications	Fee for LOT- 1 handling (% of EXW product price)		Comments
		Direct Procurement Service	DNCD Funded Procurement Service	
1	Bidding, LTAs (incl. QC), performance monitoring, and reporting			
2	Purchase Order, (incl. order allocation, freight quotations), Consolidation, Management of QCA, Expediting.			
3	Invoice handling/invoicing for Client/DNCD contracts, payment handling, and account settlement.			
4	Stockpile Management			
	TOTAL OVERALL FEE IN % FOR LOT- 1 Items			

The above expressed fees in percentage terms, will be used for the financial evaluation of proposals on a per LOT of items basis.

Annex D Continued

LOT- 2 Items (NCD Diagnostics, Medical Equipment and Supplies)				
No.	Specifications	Fee for LOT- 2 handling (% of EXW product price)		Comments
		Direct Procurement Service	DNCD Funded Procurement Service	
1	Bidding, LTAs (incl. QC), performance monitoring, and reporting			
2	Purchase Order, (incl. order allocation, freight quotations), Consolidation, Management of QCA, Expediting.			
3	Invoice handling/invoicing for Client/DNCD contracts, payment handling, and account settlement.			
4	Stockpile Management			
	TOTAL OVERALL FEE IN % FOR LOT- 2 Items			

The above expressed fees in percentage terms, will be used for the financial evaluation of proposals on a per LOT of items basis.

ANNEX E: CRITERIA FOR THE EVALUATION OF PROPOSALS

The RFP is for two LOTs of Items:

- LOT- 1 Items: These Comprise NCD Medicines;
- LOT- 2 Items: These comprise NCD Diagnostics, Medical Equipment and Supplies.

The assessment will be undertaken by members of a selection panel set up specifically for this purpose. The assessment will comprise the following three phases.

Phase I: Technical Proposal Assessment;
Phase II: Financial Proposal Assessment;
Phase III: Composite Assessment which will combine Phases I and II.

It should be noted that UNITAR reserves the right to appoint more than one PA.

Phase I: Technical Assessment (1000 Points): In this phase the panel members will score all proposals on the Bidder's ability to perform the functions entailed in this RFP and to provide the services delineated in it. The criteria used for evaluation comprises attributes listed in Table 1 of this section.

Table 1: Point Scoring Scheme for evaluating proposals	
A. Technical Assessment Part I	
Organisational background and institutional capacity	200
Suitability of the company based on provided information, staffing strength, strategy and experience in establishing and managing a pharmaceutical procurement project, financial status, legal status, project management and control arrangements, project financing capacity, relevant experience and knowledge in providing the type of service described in the RFP, contractual arrangements with other UN Agencies or major donors, warehousing capacity including its management, Capacity to manage Stockpiles.	
B. Technical Assessment Part II	
1. Core procurement activities	350
2. Systems and reporting	150
3. Project Management Team	150
4. Bidder Presentation	100
5. Understanding of overall project concept and quality of the proposal	50
Total of A and B	1,000

The score from this Technical Assessment will be the Basic Technical Score (BTS). The minimum threshold for an acceptable BTS for the Technical proposal is 600 points out of a

maximum of 1,000 points. (BTS) Points allocated to Bidders offering services for only one LOT of Items will be reduced by 20%.

The normalised technical scores will be determined as follows:

- The proposal with the highest technical score based on the above scheme will be allocated a score of 60 points. This score will be the normalised score for this bidder;
- Technical proposals from other bidders will then receive a prorated score called the Normalised Technical Score (NTS) based on the relationship of the bidder's BTS to that of the highest bidder;

Phase II: Financial proposal (Normalised 20 Points for each LOT of Items, Total Points 40)

The financial proposal of those bidders that pass the technical assessment threshold as stated above will be assessed in phase II.

The bidder with the lowest evaluated cost for LOT- 1 Items will be awarded a score of 20 points, likewise the lowest evaluated cost for LOT- 2 Items will be awarded a score of 20 points also.

Financial proposals from other bidders will then be computed for the two LOTs by normalising them by giving them a prorated score based on the relationship of the bidder's fees to that of the lowest evaluated bidder in each LOT. Scores for both the LOTs of Items for each bidder will be added to get the total normalised financial score for the bidder.

Phase III: Composite Assessment which will combine Phases I and II

In this phase the normalised technical and financial scores will be combined to reach a composite score.

The bidder with the highest composite score will be declared the winner of the selection process.

Bidders may make a bid for both LOTs or either of the two LOTs.

**ANNEX F: UNITED NATIONS GLOBAL MARKETPLACE VENDOR
REGISTRATION FORM**

- As part of the bid, it is desired that the Bidder goes to the United Nations Global Marketplace (UNGM) registration website: <https://www.ungm.org/Account/Registration> and fills out the registration.
- If the Bidder is already registered with UNGM, please provide your UNGM registration number (_____). Please ensure that your firm's information on UNGM is current.
- The Bidder may still bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.
- All suppliers are required to adhere to the principles of the [United Nations Supplier Code of Conduct](#). UNITAR also expects all its suppliers to adhere to the principles of the [United Nations Global Compact](#) and strongly encourages them to subscribe to it.

ANNEX G: DNCD FUNDED PROCUREMENT

Order Management Process

1. DNCD will issue a "Purchase Enquiry" via email to the PA giving details of the products required and the time frame for delivering these;
2. The PA will liaise with the contracted suppliers, as necessary, to determine which supplier(s) will ultimately execute the order taking into consideration the requested lead time, category of procurement and/or any other criteria required by DNCD;
3. Based on the "Purchase Enquiry" (referred to in clause 1 above) the PA will generate a quotation ("Price Quotation") for the requested commodities indicating the contracted supplier(s) to whom the "Purchase Order" will be issued including the corresponding price per product as per the existing Long Term Agreements between the PA and the supplier(s), packaging, transport and insurance costs, costs of quality control, handling fee and pre-shipment inspection costs as well as the estimated lead time(s);
4. The DNCD Procurement Officer (PrO) will review the Price Quotation and issue a PO with a signed header page by email. The PO shall function as a Sales Order confirmation unless it contains deviations from the Price Quotation;
5. The PA will place POs with contracted suppliers(s) as per the POs from DNCD. Products, prices, and quantities thereof in a PO or combination of POs must match those in the POs from DNCD;
6. The PA shall send PDF copies of POs to DNCD;
7. The PA will inform promptly the Clients and the DCND PrO of the relevant shipping details, expected arrival dates, and confirmation of arrival by email. DNCD will record this in its own system of PO control;
8. The PA will be responsible for the supply of all shipping documents to the Client in advance of delivery of the Products.

Payment and Invoicing Processes

1. The PA will issue to DNCD at least once per month, a Master Invoice Summary, made up of an aggregate of individual Master Invoices;
2. Each Master Invoice will comprise an aggregate of individual invoices related to a particular PO based on:
 - Product costs including applicable total procurement fee; and
 - Actual transport cost to the designated delivery point in the recipient country if applicable and fixed insurance cost;
 - Any other applicable cost.
3. Each Master Invoice will be accompanied by all relevant documentation including:

- I. PA invoices (including actual transport cost to the designated delivery point in the recipient country and fixed insurance costs);
 - II. Actual supplier invoices and corresponding Clean Reports of Findings (CRF) with an indication of the PO from DNCD to which the supplier invoices and CRF relate;
 - III. Actual invoice for freight including Air Waybills (AWB) and/or Bills of Lading (B/L) with an indication of the PO from DNCD to which the invoice relates;
 - IV. Actual invoice for PSI with an indication of the PO from DNCD to which the invoice for PSI relates;
 - V. Actual consolidated invoice for laboratory analysis, if applicable, with (where possible) an indicative list of all POs from DNCD to which the consolidated invoice for laboratory analysis relates. Furthermore, a breakdown of costs of sampling and laboratory analysis per product together with the underlying invoices.
4. Each Master Invoice relating to DNCD Funded Procurement service referred to under 1) above will be paid by UNITAR within 30 days of its receipt following UNITAR financial procedures. Incorrect invoices will not be processed by UNITAR and returned to the PA;
 5. The PA will submit within 75 days after the date of submission of the Master Invoice a complete report of all payments for goods and services paid for under point 1) above, together with additional supporting documents;
 6. If a complete set of supporting documents is not received as per point 3) then DNCD will notify the PA of the discrepancy immediately. If the discrepancy is not resolved within 5 working days of notification to the PA by DNCD, an amount corresponding to the portion(s) of the PO(s) concerned will be deducted from the next payment due, and the PA shall be notified of this. Repayment for any such amount will be made upon receipt of the missing document(s) relating to the portion(s) of the PO(s) in the following month;
 7. A full statement of account according to a format mutually agreed by DNCD and the PA, will be submitted by the PA every quarter, detailing all transactions with DNCD and on behalf of DNCD with third parties;
 8. The PA will submit a detailed reconciliation statement to DNCD for the period of the Agreement;
 9. PA shall provide DNCD with monthly and quarterly report of financial status per country.

ANNEX H: DIRECT PROCUREMENT

Order management process

Interested eligible clients may choose, at any time, to initiate the DNCD DP ordering process by following these steps:

- Verify their eligibility by referring to DNCD: Interested clients should first determine if they are eligible to use the DNCD DP Service by checking with the DNCD PrO;
- Submit technical agreement to DNCD: Eligible clients should then complete and submit to the DNCD a signed version of a Procurement Request Form in English by email;
- Place order: Clients may then proceed to submitting the DP order to DNCD, for onward forwarding to the PA after review and endorsement;
- Submission of Proforma invoice, contract, payment terms to clients: Clients will receive a proforma invoice from the responsible DNCD PA, indicating all related costs, before their order is finalised. Once clients have accepted the proforma invoice, a contract will be sent for signature outlining commercial terms of supply with the respective rights & responsibilities of both parties. Clients sign and submit the contract to the DNCD PA and make the required advance payment;
- Track order progress: This enables clients to access information about, and track the status of, their orders;
- The PA will provide to DNCD the required payment terms and conditions for each confirmed DP order for a client;

In executing an order, the DNCD PA will be available to answer client questions, e.g., on freight forwarding and logistics. All correspondence with the client is to be principally channelled through DNCD.

1. DP quality control:

WHO Pre-Qualification requirement will be followed as well as any Quality regulations that may be in force in the country that places the orders.

2. DP post-delivery support:

For NCD supplies, four to six months following delivery, the DNCD may organise a monitoring mission to assess adherence to the Technical Agreement and compliance with DNCD Terms and Conditions for delivery of medical supplies. When needed, DNCD monitoring teams work with local authorities to identify strategies to strengthen pharmaceutical management systems.

3. Payment Options:

The DNCD PA accepts different convertible currencies. The most current listing can be made available by the appointed PA or DNCD upon request.

All offers, however, will be made in US\$. The client is responsible for any currency exchange risk.

Clients may choose to execute payment via advance payment or bank guarantee:

I. Advance payment:

The Client transfers the agreed upon sum to the PA within 30 days of signature of a confirmed PO Contract.

II. Bank Guarantee:

The Client submits a bank guarantee, issued by a reputable International Bank or an irrevocable standby Letter of Credit, in an agreed upon sum to the PA within 30 days of signature of the Contract.

In specific cases and at its own discretion, DNCD can use the Flexible Procurement Fund to waive the advance payment requirement fully or partially.

4. Statement of Account:

Upon completing of the order, the PA prepares a statement of account and sends it to the client, reimbursing any remaining balance to the client or vice-versa, as the case may be. The balance due to a client may be retained by the PA if there are future POs expected from the client and the client confirms that it would like the PA to do so. DNCD will be informed of such requests and will keep track of them.

ANNEX I: SUPPORT BY DNCD TO THE PA

In support of the contracted services, DNCD will provide to the selected agent(s):

1. Specifications and Standards:

A specified list of products required, including necessary quality standards and specifications, which have been found eligible according to DNCD's and/or its partners' Quality Assurance and Policies will be maintained and provided. Only products meeting these standards and specifications will be considered acceptable.

2. Adjudication Support:

Participation in the bid evaluation and providing technical advice of a non-commercial nature, as part of the adjudication of LICB processes.

3. Delivery Time:

Guidance on lead times for delivery of each PO.

4. Other Purchase Requirements:

Information necessary to arrange packing, marking, shipping, insurance, and delivery to consignees.

5. Inspection, sampling, and testing:

Instructions for pre-shipment inspections, sampling, and laboratory testing, if any.

6. Registration Support:

Facilitation of product registration (process elaboration, requirements for dossier submissions, order histories, waivers/fast tracking). Interaction with suppliers, national regulatory authorities, WHO Headquarters, Country, and Regional Offices.

7. Expert Knowledge:

Expert advice in relation to the client country rules and regulations regarding procurement of NCD medicines, diagnostics, medical equipment and supplies, and relevant operations of the Ordering entity in the country that seeks to procure products from the PA as and when required.

8. Product Forecasts:

Annual estimations of identified DNCD Product Categories, products expected to be ordered countrywide from countries, international and multilateral organisations, NGOs, development agencies, donors, private sector, and networks of health care providers, etc. In addition, DNCD will guide the PA on the operations of these clients when needed.

9. Facilitate Payment:

Assistance will be provided for obtaining any support that may be needed from either MIGA or the FPF of DNCD.

ANNEX J: SELECTED TERMS AND CONDITIONS FOR THE ENSUING LTA

The complete list of the United Nations General Conditions of Contracts for the Provision of Goods and Services can be accessed at [This Link](#).

Bidder's warranty

- The Bidder certifies and warrants that they have the personnel, experience, qualifications, facilities and all other skills and resources necessary to perform their obligations. Documentation supporting this warranty must be submitted including team expertise/experience (Curricula Vitae) and structure.
- The Bidder certifies that their Proposal is submitted in reliance on their own knowledge, skills, and independent advice and not on reliance on any representations made by DNCD or UNITAR.
- The bidder confirms and warrants that it has complete independence from all pharmaceutical and diagnostics suppliers and wholesalers and has no other conflict of interest. The bidder should provide evidence of ownership and agency structure.

Responsible Persons

- The successful bidder and DNCD will each inform the other promptly in writing of the name and position of the overall responsible person, who shall on behalf of each party, be responsible for the overall administration of any resultant Contract, to ensure that cost, schedule, and technical obligations are met.

Evidence of Compliance

- No payment, acceptance or concurrence shall be construed as evidence that any matter or thing is complete, satisfactory, or in accordance with the bidder's obligation, and the bidder shall not thereby be relieved or discharged from performing any obligation under the arrangement.
- The bidder agrees to indemnify, defend, and hold UNITAR and DNCD harmless, arising from the activities covered under this arrangement not attributable to any fault or negligence on their part.

Arbitration

- Any controversy arising out of any resultant Contract shall be settled by the UNCITRAL Arbitration Rules.

Contracting

- Successful bidders will sign a non-exclusive Contract with UNITAR for DNCD. In the event of a change of the legal status of DNCD i.e., change in the host agency, the Contract will be transferred to the new legal entity under the same terms and conditions, subject to the agreement of that entity.

- No part of either this RFP or any Proposal submitted can be considered to constitute an agreement between the parties. Agreement would only be reached by completion and signing of a subsequent and superseding Contract between the parties. In the event that this RFP or terms herein or any Proposal submitted or terms therein, conflict with or detract from any of the terms of the subsequent Contract, the subsequent Contract will prevail and will apply to the exclusion of any other terms.

Subcontracting

- In the event that the PA requires the services of subcontractors to perform any obligations under the Contract, the Contractor shall obtain the prior written approval of the DNCD/UNITAR. DNCD/UNITAR shall be entitled, at its sole discretion, to review the qualifications of any subcontractors and to reject any proposed subcontractor that DNCD/UNITAR reasonably considers is not qualified to perform obligations under the Contract. DNCD/UNITAR shall have the right to require any subcontractor's removal from United Nations premises without having to give any justification therefor. Any such rejection or request for removal shall not, in and of itself, entitle the PA to claim any delays in the performance, or to assert any excuses for the non-performance, of any of its obligations under the Contract, and the Contractor shall be solely responsible for all services and obligations performed by its subcontractors. The terms of any subcontract shall be subject to, and shall be construed, in a manner that is fully in accordance with, all of the terms and conditions of the Contract.

Start of service

- Successful bidders are expected to start services within one month of signature of Contract or some other time as agreed with UNITAR for DNCD.

ANNEX K: SAMPLE LIST OF ESSENTIAL NCD SUPPLIES (ALL VARIANTS WITH RESPECT TO DOSAGE AND PACKAGING)

Antihypertensive Medicines		
(a) Calcium channel blocker		
Amlodipine	Diltiazem	Isradipine
(b) Angiotensin converting enzyme (ACE) inhibitor		
Enalapril	Captopril	Lisinopril
Ramipril	Perindopril	Moexipril
(c) Angiotensin receptor blockers/ Angiotensin Receptor Neprilysin Inhibitor		
Valsartan		
Losartan	Telmisartan	Candesartan
Irbesartan	Sacubitril/Valsartan	
(d) Thiazide/thiazide-like diuretics		
Hydrochlorothiazide	Chlorthalidone	Indapamide
Bendroflumethiazide	(Reserpine)	
(e) Beta blocker/ agonists		
Propranolol	Bisoprolol	Atenolol
Metoprolol	Isoproterenol	Carvidelol
(f) Hypertension medicines during pregnancy		
Hydralazine	Methyldopa	Labetalol
Nifedipine		
(g) Lipid-lowering agent		
Pravastatin	Simvastatin	Rosuvastatin
Atorvastatin	Lovastatin	
Fluvastatin	Ezetimibe	
(h) Antiplatelet/Thrombolytic medicines		
Aspirin/acetylsalicylic acid	Clopidogrel	Anagrelide
Cilostazol	Streptokinase	Tenecteplase
(i) Anti-angina drugs		
Glyceryl trinitrate	Isosorbide mononitrate	Isosorbide dinitrate
Verapamil		
(j) Anti-coagulants/ blood thinners		
Heparin	Dalteparin	Enoxaparin
Alteplase	Dabigatran	Apixaban
Rivaroxaban	Dabigatran Etexilate	Idarucizumab
Warfarin	Edoxaban	(Phytomenadione)
(k) Medicines used in heart failure		
Digoxin	Digitoxin	Furosemide
Spironolactone	Potassium Chloride	Sodium chloride
(l) Others		
Amiodarone	Dopamine	Prazosin
Adenosine	Allopurinol	Alprostadil

Ambrisentan	Amiloride	Bosentan
Cimetidine	Disopyramide Phosphate	Doxazosin
Epoprostenol Sodium	Lansoprazole	Probenecid
Torsemide	Treprostinil	Mannitol
Epinephrine	Lidocaine	Sodium Nitroprusside
Procainamide	Quinidine	
Medicines used for diabetes		
(a) Biguanides		
Metformin		
(b) Sulfonylureas		
Gliclazide	Glibenclamide	Glipizide
Tolbutamide		
(c) Glucagon		
Glucagon		
(d) GLP-1 analogue		
Semaglutide	Liraglutide	
(e) Insulin		
Human Insulin	Analogue Insulin	Insulin Degludec (Long Acting Insulin)
Insulin Detemir (Long Acting Insulin)	Insulin Glargine (Long Acting Insulin)	Intermediate-acting insulin (human)
Intermediate-acting insulin (analogue)	Premix Insulin	Fast/Rapid Acting Insulin
(f) DPP-4 inhibitors		
Vildagliptin	Linagliptin	Sitagliptin
(g) SGLT2 inhibitors		
Dapagliflozin	Empagliflozin	
(h) diabetes foot care		
Whitfield's Ointment	Betamethasone 0.1% 15G cream	
(i) Other		
Glucose injection	Repaglinide	Pioglitazone
Diazoxide		
Anti-asthmatic and medicines for chronic obstructive pulmonary disease		
(a) Bronchodilators		
Salbutamol	Formoterol	Ipratropium bromide
Theophylline	Aminophylline	
(b) Inhaled Steroids		
Beclometasone	Budesonide	

(c) α Adrenergic agonists		
Epinephrine (adrenaline)		
(d) β_2 agonist/Anticholinergic		
Tiotropium Bromide	Olodaterol Hydrochloride	Indacaterol
Fenoterol Hydrobromide	Levalbuterol	Glycopyrronium Bromide
(e) Oral and intravenous Corticosteroids		
Prednisolone	Hydrocortisone	Dexamethasone
(f) H1 Inhibitors		
Epinastine Hydrochloride		
(g) Other		
Montelukast	Nintedanib esylate	Cromolyn Sodium
Pirfenidone	Dornase Alfa	
Medication used in cancer care		
(a) Chemotherapy/Hormone replacement/Immunomodulators		
Tamoxifen	Cisplatin	Carboplatin
Gemcitabine	Paclitaxel	Fluorouracil
Docetaxel	Thioguanine	Bendamustine hydrochloride
Cyclophosphamide	Cytosine Arabinoside (Cytarabine)	Oxaliplatin
Temozolomide	Gemcitabine	Capecitabine
Thalidomide	Doxorubicin	Pemetrexed
Epirubicin Hydrochloride	Irinotecan	Doxorubicin (Liposomal)
Gefitinib	Vincristine	Asparaginase
Anastrozole	Cetuximab	Vinorelbine
Bevacizumab	Trastuzumab	Rituximab
Vinblastine	Gefitinib	Bortezomib
Erlotinib	Imatinib	Venorelbine
Leuprolide	Dasatinib	Lenalidomide
Erdaftinib	Pazopanib	Methylprednisolone
Dacarbazine	Afatinib	Nintedanib
Fludarabine Phosphate	Daunorubicin	Docetaxel
Ifosfamide	Fulvestrant	Idarubicin Hydrochloride
Mitoxantrone	Letrozole	Melphalan
Etoposide	Romidepsin	Mercaptopurine
Polatuzumab Vedotin-PIIQ	Topotecan	Obinutuzumab
Cobimetinib	Alectinib	Bevacizumab
Entrectinib	Vismodegib	Pertuzumab

Capecitabine	Erlotinib	Atezolizumab
Vemurafenib	Crizanlizumab	Deferasirox
Ofatumumab	Panobinostat	Ruxolitinib
Ribociclib	Tisagenlecleucel	Trametinib
Alpelisib	Aldesleukin	Eltrombopag
Midostaurin	Capmatinib	Octreotide acetate
Dabrafenib	Hydroxycarbamide	Nilotinib
Lapatinib	Ocrelizumab	Pazopanib
Nivolumab	Zoledronic acid	Ceritinib
Ramucirumab	Cetuximab	Gemcitabine
Necitumumab	Selpercatinib	Abemaciclib
Abiraterone	Arsenic Trioxide	All-trans retinoic acid
Methotrexate	Tacrolimus	Procarbazine
Sirolimus	Mycophenolate Mofetil	Pimecrolimus
Mycophenolate Mofetil	Bicalutamide	Everolimus
Cyclosporine	Chlorambucil	Bleomycin
Fludarabine	Dactinomycin	Ciclosporin
Crizotinib	Fingolimod	Enzalutamide
Etanercept		
(b) Non-opioids and non-steroidal anti-inflammatory medicines (NSAIDs)		
Aspirin	Ibuprofen	Acetaminophen
Diclofenac Potassium	Diclofenac Sodium	Tramadol
Celecoxib	Naproxen Sodium	
(c) Opioid analgesics (for management of cancer pain)/Palliative care/others		
Codeine	Oxycodone	Morphine
Fentanyl	Hydromorphone	Morphine hydrochloride or morphine sulfate
Palonosetron	Allopurinol	Cyclizine
Dexamethasone	Docusate Sodium	Lorazepam
Lactulose	Loperamide	Metoclopramide
Mesna	Methadone	Prednisolone
Ondansetron		
Other NCDs		
(a) Multiple Sclerosis		
Glatiramer Acetate	Fingolimod	Teriflunomide
Baclofen		
(d) Neurologic and Mental Health		
Pramipexole	Alprazolam	Amoxapine
Atomoxetine	Bupropion Hydrochloride	Buspirone Hydrochloride

Carbamazepine	Carbidopa	Levodopa
Chlordiazepoxide Hydrochloride	Clonazepam	Clozapine
Desipramine	Desvenlafaxine	Dextroamphetamine Sulfate
Diazepam	Doxepin	Duloxetine
Eletriptan	Estazolam	Fluoxetine
Fluvoxamine	Gabapentin	Haloperidol
Lamotrigine	Levetiracetam	Lorazepam
Loxapine	Memantine	Mycophenolate Mofetil
Nortriptyline	Perphenazine	Pregabalin
Primidone	Propofol	Quetiapine
Rasagiline	Ropinirole	Tiagabine Hydrochloride
Tranylcypromine Sulfate	Trazodone	Valproic Acid
Vecuronium Bromide	Venlafaxine	Vigabatrin
Satralizumab	Risdiplam	Rivastigmine
Ocrelizumab	Entacapone	Azathioprine
Oxcarbazepine	Amitriptyline	Cabergoline
Biperiden	Bromocriptine	Ethosuximide
Chlorpromazine	Dihydroergotamine Mesylate	Magnesium Sulfate
Fluphenazine	Lithium Carbonate	Phenytoin
Midazolam	Phenobarbital	Trihexyphenidyl
Risperidone	Trihexyphenidyl Hydrochloride	
(c) Other		
Alosetron Hydrochloride	Leucovorin	Daclatasvir
Darbepoetin Alfa	Dasabuvir	Elbasvir + Grazoprevir
Entecavir	Erythropoiesis-Stimulating Agents	Glecapr+A23evir + Pibrentasvir
Golimumab	HPV Vaccine	Intraperitoneal dialysis solution
Ledipasvir + Sofosbuvir	Methoxy polyethylene glycol-epoetin beta	Ombitasvir + Paritaprevir + Ritonavir
Pegylated interferon alfa (2a)	Pegylated interferon alfa (2b)	Ribavirin
Simeprevir	Sofosbuvir	Tenofovir Alafenamide
Diagnostics and Consumables		
Thermometer	Stethoscope	Blood pressure measuring device
Measurement tape	Weighing machine	Peak flow meter
Spacers for inhalers	Glucometer and strips	Nebulizer

Pulse oximeter	Dialysis machines and consumables	Echocardiogram
ECG	Mammography	X-ray
CT scan	MRI	PET scan
SPECT scan	Insulin Needles	Insulin Pens
Lab diagnostics and consumables	Point of care diagnostics	Hospital care related consumables
Urine strips for albumin assay	Genetic and biomarker assays for diagnosis and treatment of cancer	Troponin test strips
Tuning fork	Defibrillator	Monitors
Glycated hemoglobin analyser	Oxygen	IV fluids

ANNEX L: MARKET SIZE FOR NCD MEDICINES, DIAGNOSTICS, MEDICAL EQUIPMENT AND SUPPLIES ACROSS 50 LOW RESOURCE COUNTRIES

Market Size in US\$ Millions For 50 Low Resource Countries Disaggregated by Region				
Region	Total Health Care*		Public Health Care	
	Medicines	Diagnostics, Medical Equipment and Supplies	Medicines	Diagnostics, Medical Equipment and Supplies
Central Africa	4,361.1	3.9	1,308.3	1.2
Central America	1,567.1	1.4	470.1	0.4
Central Asia	2,758.5	2.5	827.6	0.7
East Africa	7,744.5	7.0	2,323.3	2.1
East Asia	222.2	0.2	66.7	0.1
Eastern Europe	3,241.2	2.9	972.4	0.9
Small Island Developing States (SIDS)	814.4	0.7	244.3	0.2
Middle East	322.8	0.3	96.8	0.1
North Africa	13,201.5	11.9	3,960.5	3.6
South America	793.2	0.7	238.0	0.2
South East Asia	143,273.8	129.1	42,982.1	38.7
Southern Africa	2,465.2	2.2	739.6	0.7
West Africa	19,961.4	18.0	5,988.4	5.4
Grand Total	200,727.0	180.8	60,218.1	54.3

(Source: DNCD in house research and quantification of demand for priority countries)

* Includes Private and Public Health Care

ANNEX M: LIST OF 80 LOW RESOURCE COUNTRIES IN INITIAL SCOPE FOR THE DEFEAT-NCD PARTNERSHIP

Development status

The criteria for being considered a Least Developed Country (LDC) is defined by the United Nations Committee for Development Policy, based on the following:

- *Income* based on a three-year average estimate of GNI per capita for the period 2018-2021, based on the World Bank Atlas method (under US\$1,018 for inclusion, above US\$1,222 for graduation as applied in the 2021 review).
- *Human Assets Index* (HAI) based on indicators of: (a) health index including under-five mortality rate; prevalence of stunting; maternal mortality ratio; (b) education index including gross secondary school enrolment ratio; adult literacy rate; gender parity index for gross secondary school enrolment.
- *Economic and Environmental Vulnerability Index* (EVI) based on indicators of: (a) economic vulnerability index including share of agriculture, forestry, fisheries in GDP; remoteness and landlockedness; merchandise export concentration; instability of exports of goods and services; (b) environmental vulnerability index including share of population living in drylands; instability of agricultural production; victims of disasters.

Income status

As defined by the World Bank for fiscal year 2021 based on income status in 2019: Lower-middle income countries (LMIC) had GNI per capita US\$1,036 – US\$4,045. Low-income countries (LIC) had GNI per capita US\$1,035 or less.

NB: this list is subject to change following periodic reviews done by the UN and the World Bank.

Country	Least developed countries (LDC) as of 2021	Low-income countries (LIC) as of 2021	Lower-middle income countries (LMIC) as of 2021
Afghanistan	✓	✓	
Algeria			✓
Angola	✓		✓
Bangladesh	✓		✓
Benin	✓		✓
Bhutan	✓		✓
Bolivia			✓
Burkina Faso	✓	✓	
Burundi	✓	✓	
Cabo Verde			✓
Cambodia	✓		✓
Cameroon			✓
Central African Republic	✓	✓	
Chad	✓	✓	
Comoros	✓		✓

Congo, Dem Republic of	✓	✓	
Congo, Rep			✓
Cote d'Ivoire			✓
Djibouti	✓		✓
Egypt			✓
El Salvador			✓
Eritrea	✓	✓	
Eswatini			✓
Ethiopia	✓	✓	
Gambia	✓	✓	
Ghana			✓
Guinea	✓	✓	
Guinea-Bissau	✓	✓	
Haiti	✓	✓	
Honduras			✓
India			✓
Kenya			✓
Kiribati	✓		✓
Korea DPR		✓	
Kyrgyz Republic			✓
Laos	✓		✓
Lesotho	✓		✓
Liberia	✓	✓	
Madagascar	✓	✓	
Malawi	✓	✓	
Mali	✓	✓	
Mauritania	✓		✓
Micronesia, Fed States of			✓
Moldova			✓
Mongolia			✓
Morocco			✓
Mozambique	✓	✓	
Myanmar	✓		✓
Nepal	✓		✓
Nicaragua			✓
Niger	✓	✓	
Nigeria			✓
Pakistan			✓
Papua New Guinea			✓
Philippines			✓
Rwanda	✓	✓	
Sao Tome and Principe	✓		✓
Senegal	✓		✓
Sierra Leone	✓	✓	
Solomon Islands	✓		✓
Somalia	✓	✓	

South Sudan	✓	✓	
Sri Lanka			✓
Sudan	✓	✓	
Syria		✓	
Tajikistan		✓	
Tanzania	✓		✓
Timor-Leste	✓		✓
Togo	✓	✓	
Tunisia			✓
Tuvalu	✓		
Uganda	✓	✓	
Ukraine			✓
Uzbekistan			✓
Vanuatu			✓
Vietnam			✓
West Bank and Gaza			✓
Yemen	✓	✓	
Zambia	✓		✓
Zimbabwe			✓
80 Countries	46 LDCs of which 26 are also LICs	29 LICs	50 LMICs of which 19 are also LDCs