



**REQUEST FOR PROPOSAL**

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

**DTwP-HepB-Hib, DTwP-HepB-Hib-IPV, DTwP vaccines to UNICEF supplied countries**

**FOR DELIVERY DURING THE PERIOD 2023-2027**

**RFP-DAN-2022-503423**

**3<sup>rd</sup> February 2022**

**PROPOSALS** must be sent to the email [supplybid@unicef.org](mailto:supplybid@unicef.org) up to  
**12.00 AM (Copenhagen time) on 3<sup>rd</sup> March, 2022.**  
Reference to RFP-DAN-2022-503423 should be made in the subject line of the email.  
Proposals sent to a different email will be **INVALIDATED**, even if received before the stipulated  
deadline.

**PROPOSALS RECEIVED IN ANY OTHER MANNER AND PROPOSALS RECEIVED AFTER THE  
STIPULATED DATE AND TIME WILL BE INVALIDATED**

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A handwritten signature in black ink, appearing to be the initials "AJ" followed by a flourish.

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## PART I – PURPOSE OF THIS REQUEST FOR PROPOSAL

### 1. PURPOSE

UNICEF promotes the rights and wellbeing of every child in everything we do. Together with our partners, we work in 190 countries and territories to translate that commitment into practical action, focusing special effort on reaching the most vulnerable and excluded children, to the benefit of all children, everywhere. The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children’s rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society’s most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfil their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

UNICEF vaccine procurement is guided by the principle of vaccine security: the sustained, uninterrupted supply of affordable vaccines of assured quality.

The purpose of this Request for Proposal (RFP) is to establish long-term arrangements for uninterrupted supply of DTwP containing vaccines through UNICEF for the period of 2023-2027.

The following vaccines, referred to as “DTwP containing vaccines” are included in this RFP:

- DTwP Vaccine (10-dose vial presentation)
- DTwP-HepB-Hib vaccine (1 and 10-dose vial presentation)
- DTwP-HepB-Hib-IPV (Hexavalent) vaccine

Vaccines included in this tender are to be supplied to Gavi eligible countries as well as other countries, receiving DTwP containing vaccines in these combinations, through UNICEF.

As a result of this RFP, UNICEF will work with selected manufacturers to establish supply arrangements that best meet the requirements of both parties for ensuring that the Gavi Roadmap target outcomes and the specific objectives of this tender are met. These arrangements will provide the basis upon which purchase orders will be made for specific vaccine deliveries throughout the supply period.

### 2. BACKGROUND

#### a) Product Description

The following vaccines, referred to as “DTwP containing vaccines” are included in this RFP:

- **DTwP-HepB-Hib vaccine (Pentavalent vaccine)**

Contains five of the core vaccines in most developing countries paediatric vaccination schedule. The five antigens in Pentavalent vaccines are given to infants in a 3-dose course and protects against five diseases: Diphtheria, Tetanus, Pertussis, Hepatitis B and Haemophilus influenzae type B.

UNICEF started procuring the pentavalent vaccine in 2001 executing Gavi's support to countries to introduce new vaccines. The Pentavalent vaccine combination is the first vaccine to have been introduced in all 73 Gavi supported countries. By the end of 2014, all Gavi supported countries had included 3 primary doses of pentavalent in their national immunisation programs with the highest coverage of Gavi-supported vaccines. During 2011-2020, it is estimated that Gavi's investments in Pentavalent vaccination have helped avert a total of 6.5 million deaths.

- **DTwP Vaccine**

Contains 3 of the core vaccines, Diphtheria, Tetanus and Pertussis. Is currently used for booster dose vaccination during second year of life (2YoL) and procured through UNICEF by 24-25 countries. These are mainly Middle-Income Countries (MICs) and a handful of Gavi supported countries procuring through self-financing. Given the small number of countries and the impact of their decision on volume of procurement, demand through UNICEF fluctuates significantly from year to year and varies between roughly 7-12 mil ds/yr.

In November 2018, the Gavi Board approved support for delivery platform of one booster dose vaccination, starting in 2021. However, following Covid-19 global pandemic and subsequent impact on countries resulting in shifting programmatic priorities toward pandemic response, the rollout was delayed.

Given that the support is only catalytical and not for the cost of vaccine, it is not anticipated to have a major impact on countries uptake of DTwP standalone vaccine even once the window for application is opened.

Yet, DTwP-containing boosters have the potential to avert approximately 106,000 deaths (of which 82% in children under 5 years of age) during the period 2021-2035. Such vaccination can be provided during the second year of life, and countries can choose DTwP or DTwP combination vaccines, ie. Pentavalent or Hexavalent vaccines through Gavi support.

- **DTwP-HepB-Hib-IPV vaccine (Hexavalent vaccine)**

Contains six antigens ie. pentavalent plus IPV (DTwP-HepB-IPV-Hib). Hexavalent vaccine is considered a preferred immunization option to current schedule of Pentavalent vaccine + IPV, based on less pressure on the health system due to less vaccination sessions, and potentially higher coverage.

Considerations about Hexavalent vaccine's pricing, for donors and countries

In its November 2018 session, the Gavi Board approved "in principle support of Hexavalent vaccine, subject to a vaccine being licensed, recommended for use by WHO, WHO prequalified and sufficient capacity for uninterrupted supply with market attributes that support the successful implementation of Hexavalent".

The "in principle decision" expresses Gavi's interest to support Hexavalent vaccine, while acknowledging that a prequalified product is not yet available and that some conditions should be met before Gavi's support is made available, including that the price of Hexavalent should be in line with the benefits driven from its use, when compared with the current schedule using DTwP/Pentavalent and IPV.

Gavi and alliance partners developed a value-based assessment methodology to quantify the benefits that the use of a full Hexavalent schedule could offer compared to DTwP/Pentavalent and IPV schedule. Accordingly, the potential added value of Hexavalent can be analysed as the sum of five premium drivers based on expected programmatic advantages:

- Saved delivery costs per course related to cold chain, transport, administration, and waste disposal.
- Value of potentially improved coverage and equity.
- Value of risk-mitigation for premature discontinuation of IPV.
- Value of additional safety and convenience.
- Value of boosting during the 2<sup>nd</sup> year of life.

In 2022, Gavi is planning to request the Board to open a funding window for Hexavalent. The request includes the design of the program and its estimated cost to the Alliance, The price of Hexavalent will be an important factor in the Board's decision and it will be more challenging to support Hexavalent if not within the estimated price range, identified by the value-based assessment based on expected programmatic advantages.

Price will also be an important factor in countries' choice of schedules, between DTP/Pentavalent and IPV standalone schedule or a full Hexavalent schedule.

In light of the increasing immunization options and priorities, especially the impact of COVID-19 vaccine introductions, it becomes increasingly complex to optimize allocation of countries' resources and compare the public health value of different options, across programs and products. The pace of introduction of new and

underused vaccines has slowed down abruptly in 2020, with less than half the introductions of any year in the past 20 years. Countries would be prioritizing their resources where the highest public health impact is expected to be achieved for their population.

Country willingness to pay a price premium for Hexavalent will ultimately impact demand uptake, and this may be limited if the premium exceeds the value of the benefits that Hexavalent vaccine is expected to derive.

b) Access to vaccines

In 2017, 85 per cent of children aged 1 year had been vaccinated with three doses of diphtheria, pertussis and tetanus (DTP3) vaccine. However, major inequalities in vaccination coverage lie behind this figure, both among and within countries. Globally, DTP3 coverage dropped from 86% in 2019 to 83% in 2020 (similar to 2009 coverage); though immunization services began to recover in the second half of 2020.

In 2020, DTP3 coverage was affected by the pandemic unevenly among regions, with South East Asia and Eastern Mediterranean regions mostly affected. Many zero-dose children are found in Middle Income Countries; including in 2019, 990,000 were in Gavi-transitioned MICs, and 2.7 million in never-Gavi-eligible MICs.

To continue to enable the sustainability of immunization programmes, and improvements in coverage and equity in Gavi-supported countries as well as in self-financing countries, Gavi and UNICEF have developed principles and a Vaccine Roadmap to guide procurement strategies. The principles and Roadmap aim to achieve prices that are more affordable to both countries and donors, as well as to self-financing countries, while allowing for the development and maintenance of a healthy vaccine market that meets countries' needs.

c) Procurement Objectives and Principles

The long-term aim of the tender strategy focuses on maintaining a healthy market and affordable price for DTWP/pentavalent vaccines, as well as the IPV market, while allowing market development of Hexavalent vaccine.

The specific tender objectives are delineated overleaf:

<p><b>1. Balance of Supply and Demand</b></p>	<p><b>Ensure sufficient supply and flexibility in the vaccine mix (DTwP/Pentavalent/Hexavalent) to cover demand for Gavi and non-Gavi countries:</b></p> <ul style="list-style-type: none"> <li>- <i>Ensure supply capacity of DTwP and Pentavalent standalone are not adversely affected by the launch of Hexavalent.</i></li> <li>- <i>Ensure sufficient and uninterrupted availability of Hexavalent, once a product becomes WHO pre-qualified &amp; introduced in countries.</i></li> <li>- <i>Foster an environment that allows product development and demand evolution for Hexavalent, while taking other markets dynamics into consideration.</i></li> <li>- <i>Encourage engagement with vaccine manufacturers in the African continent, related to hexavalent vaccine manufacturing, and/or other vaccines and vaccine markets that are under development which could contribute to long term market health and economic benefits to countries by supporting a more diverse and resilient supplier base</i></li> </ul>
<p><b><u>2. Cost of appropriate and innovative</u></b></p>	<p><b>Recognizing that cost implications of vaccines to donors and countries is an important parameter of this tender, while ensuring sustainable prices for manufacturers:</b></p>

<b><u>vaccine to Gavi and countries</u></b>	<ul style="list-style-type: none"> <li>- <i>Ensure DTwP standalone and Pentavalent vaccine prices remain affordable.</i></li> <li>- <i>Enable the market to operate freely and adjust to an equilibrium.</i></li> <li>- <i>Seek a price for Hexavalent vaccine that represents good value for money which ensures the opportunity cost of the program is not greater than the benefit derived from the use of vaccine.</i></li> </ul>
<b><u>3. Appropriate and innovative vaccines</u></b>	<b>Innovation:</b> <ul style="list-style-type: none"> <li>- <i>Forster the market development and introduction of Hexavalent vaccine.</i></li> <li>- <i>Improved presentation, eg. Improved or elimination of cold chain requirements.</i></li> <li>- <i>New and appropriate product that are suitable for Gavi/UNICEF markets.</i></li> </ul>

d) Demand Forecast Gavi

The following section describes the methodology and assumptions that lead to the demand forecast for the antigens covered in this RFP. Gavi's Strategic Demand Scenarios (SDS) constitutes the basis for the forecast for Gavi supported countries for pentavalent and hexavalent vaccine. The forecast for DTwP vaccine is based primarily on countries' historic procurement volume (average procured during 2017-2021).

- **Assumptions:**
- **Gavi supported countries**

Volume forecast for Gavi supported countries are further refined based on Gavi operational demand forecast, including factors of increased coverage and population growth.

**Pentavalent:** Increase of demand for Pentavalent in primary series is driven by population and coverage growth. Impact of Gavi support for booster dose, beyond countries that have already introduced and procure through UNICEF, is not included in this tender, as the uptake is expected to be very gradual.

**Hexavalent:** A gradual uptake for Gavi countries have been taken into consideration, with demand scaling up from 2025. The assumption is that Hexavalent vaccine demand will reach 100 mil doses by 2030, and that even after demand is fully realized, the DTwP/Pentavalent will continue to be used by countries that are using IPV in fractional doses (fIPV).

*Overview of Gavi Strategy Demand Scenario - Hexavalent*

Scope: Gavi 72 (excluding India)								
Gavi Hexa demand Scenarios	2023	2024	2025	2026	2027	2028	2029	2030
Low scenario	200,000	3,000,000	19,000,000	44,000,000	71,000,000	97,000,000	105,000,000	107,000,000
High Scenario	1,500,000	155,000,000	35,000,000	60,000,000	90,000,000	110,000,000	125,000,000	155,000,000

**DTwP:** Increase of demand for DTwP booster in 2nd year of life is driven by population and coverage growth. Impact of Gavi's catalytic support for booster dose, beyond countries that have already introduced and procure through UNICEF is not included in this tender, as the uptake is expected to be very gradual.

- **Middle Income Countries (MICs) demand**

**Pentavalent:** Current countries and specific volume has been taken into consideration with no factor of increased coverage or population growth.

**Hexavalent:** As part of UNICEF’s annual forecast exercise some middle income countries that traditionally procure pentavalent vaccine through UNICEF have expressed potential interest in Hexavalent vaccine, subject to the price of vaccine being commercially attractive. .

This information has been considered while calculating the forecasted demand for Hexavalent in the tender. However, given the uncertainty on countries decision, the forecast in the tender includes estimations for demand from both Gavi supported and MICs on an aggregated level. UNICEF will share information regarding the names and exact volume of demand, as soon as there is more certainty on countries decision and choice of vaccine.

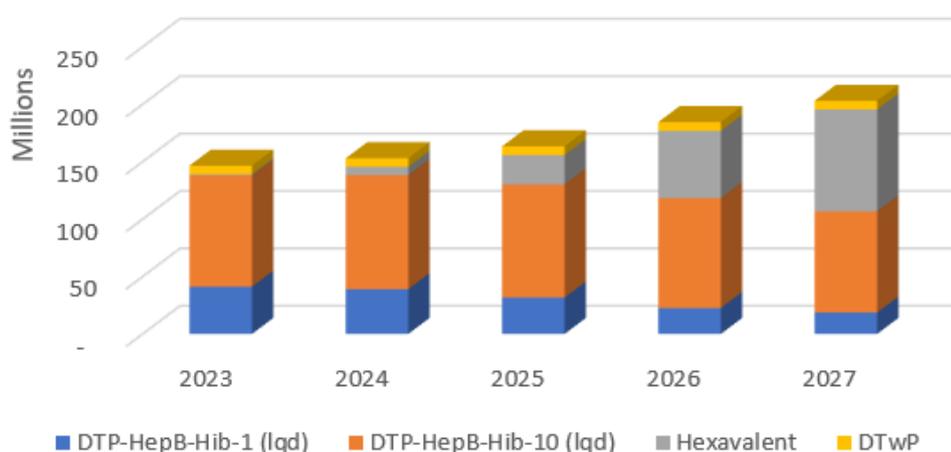
- **Vaccine presentation, country’s preference:** For the purpose of the forecast, it is assumed that the countries’ current preference for Pentavalent vaccine presentation (vial size) will remain unchanged throughout the tender period. Should countries subsequently indicate preferences for a different vaccine presentation (to what they currently receive), UNICEF will communicate the change in demand to awarded suppliers and will make adjustments accordingly. If a country currently receiving DTwP-HepB-Hib, liquid, in 1 dose vial presentation, changes preference to DTwP-HepB-Hib, liquid, in 10 dose vial presentation, the total demand would also increase due to the higher wastage rates in countries from the use of 10 dose vials.

As of today, there has been no assessment regarding country’s preference for Hexavalent vaccine presentation and therefore, the demand is presented as an overall figure for number of doses and not differentiated by presentation.

**Tender Forecast 2023-2027**

Forecast (doses)	2023	2024	2025	2026	2027
DTP-HepB-Hib-1 (lqd)	41,190,000	38,970,000	31,710,000	22,590,000	18,590,000
DTP-HepB-Hib-10 (lqd)	96,870,000	99,300,000	98,560,000	95,790,000	88,270,000
Hexavalent	1,000,000	7,200,000	25,500,000	58,500,000	88,500,000
DTwP	7,500,000	7,540,000	7,560,000	7,590,000	7,620,000

Forecast 2023-2027 (doses)



e) Bidders forecasts to UNICEF

It is important that the supply forecasts made by each Bidder to UNICEF and included in the Proposals are accurate and realistic. Inaccurate and unrealistic forecasts jeopardize supply security and may have a negative impact on immunization programs.

Meanwhile, UNICEF encourages Proposals from Bidders with products in development and acknowledges that supply forecasts for such products may need further iterations and/or confirmations later in time.

f) Tender modality – A phased approach

In view of potential and partial demand and supply transition toward Hexavalent vaccine, and to foster an environment that allows such transition, while obtaining more clarity on Gavi and countries' decisions, the tender will be conducted using a phased approach. The tender covers a 5-year period and the demand forecast for the whole duration of the tender ie. five years is presented herein. Bidders are invited to respond with offers that meet the demand and will be awarded in phases.

Subsequent to each phase, UNICEF reserves the right to invite all Bidders to confirm or amend their offer, and to make awards within the validity period of the tender.

Further, UNICEF will publish awarded prices after finalization of each phase. Prices under conditional awards for products that are not yet WHO pre-qualified, will not be published until the product obtains WHO pre-qualification and relevant award(s) are finalized.

It is important that the mechanics of the tender are fully understood by Bidders. Please review section II, clause 3.1 carefully for the details on the tender process

2.2 Procurement Reference Group

Considering the strategic nature of the procurement to be undertaken, an advisory group – Procurement Reference Group (PRG) comprised of independent and partner experts, is established to provide advice with regards to objectives and procurement strategy, award approach and procurement allocations and this group will continuously provide input and advice to UNICEF. UNICEF will share summary information related to the proposal(s) and recommended award(s) with the PRG under strict confidentiality. Given the interdependencies of products portfolio under this tender and the IPV, a joined PRG with relevant expertise, have been put together to ensure alignment and consistency in approach to these markets.

**3. LONG TERM ARRANGEMENT(S)**

3.1 UNICEF wishes to enter into non-exclusive Long Term Arrangement(s) (LTA) for the procurement of the vaccines (Goods) described in Section 2 above, with the specifications outlined in the schedules contained in this RFP, as required from time to time during the term of the LTA. It will be a provision of the LTA that UNICEF will not be committed to purchase any minimum quantity of these vaccines, unless UNICEF specifically agrees to do so in the LTA. UNICEF will not be liable for any cost in the event that no purchases are made under any resulting LTA(s).

3.2 Purchases will be made against Purchase Orders to be issued by UNICEF in accordance with the terms and conditions of any resulting LTA(s). Actual quantities to be purchased will vary from Purchase Order to Purchase Order.

3.3 Any quantities outlined in this RFP, are an estimated forecast of the total requirement for the duration of the LTA or, if so specified, an estimated forecast for the annual requirement. Any estimates are provided in good faith and will not in any way be deemed to be a commitment on the part of UNICEF regarding any quantity for future purchases.

#### 4. DURATION

The supply period will be from 1<sup>st</sup> January, 2023 to 31<sup>st</sup> December, 2027.

#### 5. RFP DOCUMENTS

5.1 This RFP is comprised of the following:

- This document
- Answer Sheets:
  - Commercial Proposal
    - Proposal Form
    - Proposer Information Sheet
    - Commercial Proposal Sheet (Qualitative & Quantitative)
    - Vaccine Registration Status Sheet
    - Questionnaire on disability-inclusiveness of vendors
  - Technical Proposal
    - Technical Proposal Sheet
    - Packing Details Sheet
- Annexes
  - A. UNICEF General Terms and Conditions of Contract (Goods)
  - B. UNICEF Guidelines for Vaccine Barcode Specifications

5.2 This RFP is not an offer capable of being accepted or as creating any contractual or other legal rights. Nothing in, or in connection with this RFP will give rise to any liability on the part of UNICEF.

## PART II – ELIGIBILITY AND PROPOSAL SUBMISSION PROCESS

### 1. ELIGIBILITY; BIDDER INFORMATION

1.1 Bidder. The term “Bidder” refers to those companies that submit a Proposal pursuant to this RFP and “Proposal” refers to all the documents provided by the Bidder in its response to this RFP. A Bidder will only be eligible for consideration if it complies with the representations set out in Part V of this RFP, including the representations on ethical standards and conflicts of interest.

1.2 Registration as a UNICEF Supplier. UNICEF is part of the United Nations Global Marketplace (UNGM). All Bidders must be registered as a UNICEF Supplier through the UNGM prior to submitting a Proposal in response to this RFP. This must be done via the UNGM website at <http://www.ungm.org>. UNICEF will not accept Proposals from Bidders that are not registered in this way. Bidders must include their UNGM registration number in the *Proposer Information Sheet*.

Simultaneously with application to UNGM, Bidders must submit their most recent Audited Financial Statement and Incorporation Certificate to the UNICEF Quality Assurance Supplier Evaluation Unit, UNICEF Supply Division, Oceanvej 10-12, 2150, Copenhagen, Denmark. For more information on registration as UNICEF Supplier, Bidders can consult UNICEF’s website: <https://www.unicef.org/supply/suppliers-and-service-providers>.

Bidders registered with UNGM, which did not provide audited financial statements to UNICEF in the past 12 months must also submit these as per above. This information will be used by UNICEF for evaluation and approval purposes before making an award. It is in the interest of the Bidders to provide information as complete as possible, as awards will only be made to Suppliers which meet UNICEF’s Supplier selection criteria.

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

1.3 Joint Venture, Consortium or Association.

(a) If the Bidder is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal, each such legal entity will confirm in their joint Proposal that:

- (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this will be evidenced by a Joint Venture Agreement among the legal entities, which will be submitted along with the Proposal; and
- (ii) if they are awarded the LTA, the designated lead entity, who will be acting for and on behalf of all the member entities comprising the joint venture, will enter into the LTA with UNICEF.

(b) After the Proposal has been submitted to UNICEF, the lead entity identified to represent the joint venture will not be altered without the prior written consent of UNICEF.

(c) If a joint venture’s Proposal is selected for award, UNICEF will award the LTA to the joint venture, in the name of its designated lead entity. The lead entity will sign the LTA for and on behalf of all other member entities.

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

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

## **2. MULTIPLE PROPOSALS AND PROPOSALS FROM RELATED ORGANIZATIONS; JOINT VENTURES**

### Multiple Proposals not Permitted

- 2.1 Except for alternative Proposals submitted in accordance with Part II, Section 4.6, Bidders will not submit more than one Proposal as part of this solicitation process.
- 2.2 If the Bidder is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal then neither the lead entity nor the member entities of the joint venture may submit another Proposal, either in its own capacity or as a lead entity or a member entity for another joint venture submitting another Proposal.
- 2.3 UNICEF reserves the right to reject separate Proposals submitted by two or more Bidders if the Bidders are related organizations and are found to have any of the following:
- (a) they have at least one controlling partner, director or shareholder in common; or
  - (b) any one of them receive or have received any direct or indirect subsidy from the other(s); or
  - (c) they have a relationship with each other, that gives one or more Bidders access to confidential information about, or influence over, the other Proposal(s); or
  - (d) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or
  - (e) an expert proposed to be in the team of one Bidder participates in more than one Proposal received for this solicitation process.

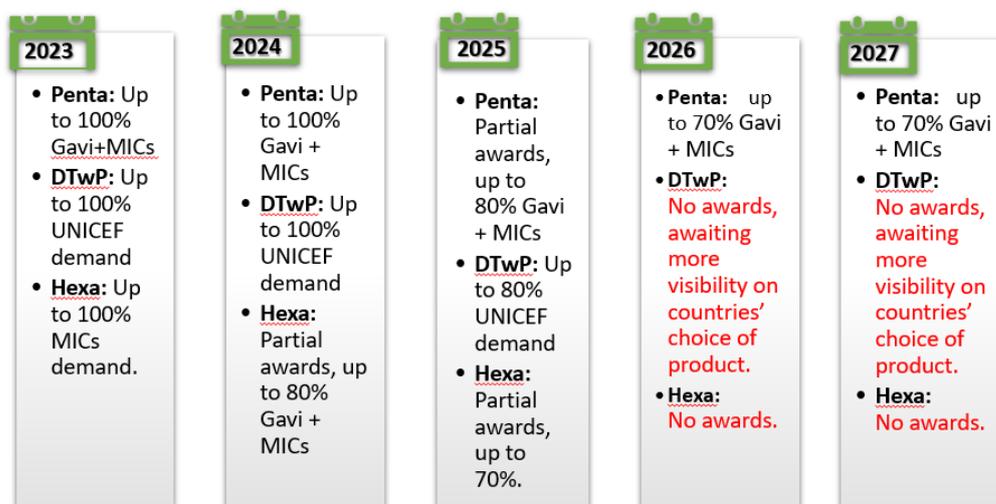
## **3. PROPOSAL SUBMISSION SCHEDULE**

### 3.1 Tender Modality

As indicated in Section I of this RFP document, this tender will be executed in a phased approach. The tender contains two phases, which will be conducted as outlined below.

#### **2022 - PHASE I:**

- January 2022: Issuance of the RFP for supply of total projected demand of Pentavalent, Hexavalent and DTwP vaccines for supply during 2023 through 2027 and inviting Bidders to submit offers accordingly.
- Q2, 2022: Finalization of the first-round awards.
- Awards against the first phase of the RFP will be made during Q2 2022, as per the below figure and further details:



- **Pentavalent:** up to 100% of demand volume for the first two years of the tender, and up to 80% in year 3 and 70% for years 4 and 5. The volume of partial awards has taken into consideration the factors of i) Hexavalent product development timelines, ii) further visibility on countries decision on booster dose and potential use of wP containing combination vaccines, iii) subsequent impact on demand certainty specially in year 4 and 5 of the tender (2026 and 2027).
- **Hexavalent:** up to 100% of demand volume in 2023 and up to 80% and 70% of 2024 and 2025 respectively. The volume of partial awards for Hexavalent vaccine have taken into consideration pipeline manufacturers' product development timeline and demand materialization.  
No awards will be made for Hexavalent vaccine for 2026 & 2027, during the first phase of the tender, allowing more clarity on pipeline development and demand materialization in phase II.
- **DTwP:** up to 100% of demand volume for 2023 and 2024, and up to 80% in 2025.  
No award will be made for DTwP vaccine for 2026 & 2027, during the first phase of the tender, allowing more visibility on demand and countries' choice of vaccine.

- Q2, 2022 UNICEF publication of awarded supplier(s), prices and aggregate quantity awarded in Phase I.

### 2023: Commencement of supply

- January: Commencement of supply to countries from awarded suppliers of Pentavalent, DTwP and Hexavalent vaccines.

### 2024 - PHASE II:

- Q2, 2024: Bidders will be invited to "confirm" or "amend" offers for remaining quantities.
- Q3, 2024: Finalization of second-round awards.
- Awards against Phase II of the RFP will be made during Q3, 2024, as per the below figure and further details:

2023	2024	2025	2026	2027
<ul style="list-style-type: none"> <li>• <b>Penta:</b> Fully awarded in Phase I.</li> <li>• <b>DTwP:</b> Fully awarded in Phase I.</li> <li>• <b>Hexa:</b> Fully awarded in Phase I.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Penta:</b> Fully awarded in Phase I.</li> <li>• <b>DTwP:</b> Fully awarded in Phase I.</li> <li>• <b>Hexa:</b> (80% awarded in Phase I) Phase II: Remaining awards. (to reach 100%)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Penta:</b> up to 80% awarded in Phase I. Remaining award to reach 100%</li> <li>• <b>DTwP:</b> 80% awarded in Phase I. Remaining award to reach 100%.</li> <li>• <b>Hexa:</b> up to 70% awarded in Phase I. Additional award up to 100% - subject to market dynamics meeting tender objectives.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Penta:</b> up to 70% awarded in Phase I. Additional awards, up to 100%</li> <li>• <b>DTwP:</b> Awards up to 100%</li> <li>• <b>Hexa:</b> Awards up to 100%. Awards will be made based on market dynamics and its ability to meet tender objectives.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Penta:</b> up to 70% awarded in Phase I. Additional awards up to 100%.</li> <li>• <b>DTwP:</b> Awards up to 100%.</li> <li>• <b>Hexa:</b> Awards up to 100%. Awards will be made based on market dynamics and its ability to meet tender objectives.</li> </ul>

- **Pentavalent:** Award the remaining volume to reach up to 100% for supply in 2025, 2026 and 2027.
- **Hexavalent:** Award the remaining volume to reach up to 100% for supply in 2024 and 2025.  
Award up to 100% of volume in 2026 and 2027, based on market dynamics and the ability of received offers to meet tender's objectives.
- **DTwP:** Award the remaining volume to reach up to 100% for supply in 2025, 2026 and 2027.

- Q4, 2024 UNICEF publication of awarded supplier(s), prices and aggregate quantity awarded in Phase II.

Based on the outcome of PHASE II and the dynamics of the market, UNICEF in consultation with Gavi and the PRG, will assess whether additional round(s) of invitation for amended offers will be beneficial in pursuit of the tender objectives.

### 3.2 Acknowledgement of receipt of RFP.

Bidders are requested to inform UNICEF as soon as possible by email to Contracts Manager, Ms. Yalda Momeni (email: [ymomeni@unicef.org](mailto:ymomeni@unicef.org)) that they have received this RFP.

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

### 3.3 Questions from Bidders.

Bidders are required to submit any questions in respect of this RFP by email to UNICEF Contracts Manager, Ms. Yalda Momeni (email: [ymomeni@unicef.org](mailto:ymomeni@unicef.org)). The deadline for receipt of any questions is seven (7) calendar days before the Proposal Submission Deadline.

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

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

UNICEF will compile the questions received. UNICEF may, at its discretion, at once copy any anonymized question and its reply to all other invited Bidders and/or post these on the UNGM website and/or respond to the question at a bid conference. After any such bid conference, a Questions and Answers document

will be prepared and posted on the UNGM website. Information provided orally will not be considered in any way as a change to the RFP.

3.4 Errors or Ambiguities in the RFP.

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

3.5 Amendments to RFP.

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

3.6 Samples

Sample packaging materials are required for this solicitation process for technical review.

Each Proposal must include, with regard to each vaccine offered in the Proposal, three (3) samples of each of the following:

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

Samples must be sent to UNICEF at the following address:

UNICEF Supply Division  
Oceanvej 10-12  
DK – 2150 Copenhagen  
Denmark

Attention: Vaccine Center, Ms. Yalda Momeni

Please note that samples shall be sent at room temperature and please do not send the shipping box/tertiary packaging.

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

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

If at the time of submission of a Proposal the Bidder is not able to provide the samples as stated above, the Bidder should provide explanation and an indication of when the samples could be provided. For products in development, where packaging material has not yet been developed, bidders are requested to provide soft copy of mock-up of the artwork for UNICEF's record as soon as available.

Failure to provide samples in accordance with the instructions requested under this Section 3.5 may result in invalidation of the Proposal.

3.7 Submission Deadline

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

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

3.8 Proposal opening

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

**4. PROPOSAL AND ANSWERING SHEETS**

4.1 Bidders are invited to develop a proposal (the "Proposal") that is responsive to the requirements listed in this RFP and provides a comprehensive explanation of the offer being made. The Proposal must include a signed PROPOSAL FORM in original.

The ANSWERING SHEETS have been provided to assist in the organization of the Proposal into COMMERCIAL PROPOSAL and TECHNICAL PROPOSAL. No price information should be contained in the TECHNICAL PROPOSAL. Apart from the PROPOSAL FORM, UNICEF encourages the bidders to submit The ANSWERING SHEETS in MS Word format, if possible.

4.2 Bidders are expected to fully utilize the opportunity of an RFP to include all relevant information in the Proposal including procurement and contracting methodologies which allows the Bidder to best contribute to achieving the procurement objectives.

4.3 The Bidder must provide sufficient information in the Proposal to address each area of evaluation to ensure that a fair assessment of the Proposal can be conducted.

4.4 Only the forms and answering sheets provided in Part VII should be used to present the various aspects of the Commercial and Technical Proposal. Supplementary information can be provided on each of the answering sheets:

COMMERCIAL PROPOSAL:

- PROPOSAL FORM
- PROPOSER INFORMATION SHEET
- COMMERCIAL PROPOSAL SHEET (QUANTITATIVE AND QUALITATIVE)
- VACCINE REGISTRATION STATUS SHEET
- QUESTIONNAIRE ON DISABILITY-INCLUSIVENESS OF VENDORS

TECHNICAL PROPOSAL:

- TECHNICAL PROPOSAL SHEET
- PACKING DETAIL SHEET

4.5 The Proposal should, at a minimum:

- Include the statement of acceptance of the RFP and resulting LTA terms and conditions and certify the date of validity of the Proposal (PROPOSAL FORM).
- Contain all the requested information confirming Bidder's eligibility in PROPOSER INFORMATION SHEET.
- Define the commercial Proposal through both, qualitative information on Bidder's past performance and organizational structure as well as information on price and quantities in the COMMERCIAL PROPOSAL SHEET which consists of QUALITATIVE and QUANTITATIVE Proposals.

- Contain information required for technical evaluation of proposals, including TECHNICAL PROPOSAL SHEET and PACKING DETAILS SHEET.
- The COMMERCIAL and TECHNICAL Proposals can be submitted in one e-mail, it is NOT a requirement to submit COMMERCIAL and TECHNICAL Proposals through separate e-mails. **However, please ensure that the COMMERCIAL and TECHNICAL proposals are submitted in different documents, and not all together as a pdf, as they will be evaluated separately.**

4.6 Bidders are invited to offer alternative products and presentations in response to this RFP. COMMERCIAL PROPOSAL SHEET includes an option for ALTERNATIVE PROPOSAL for Bidders who wish to offer alternative vaccine presentation(s). It can be submitted in several copies if multiple alternatives will be offered.

## 5. LANGUAGE

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

## 6. VALIDITY OF PROPOSALS; MODIFICATION AND CLARIFICATIONS; WITHDRAWAL

6.1 Validity Period. Bidders must indicate the validity period of their Proposal. Proposals should be valid for a period through to 31<sup>st</sup> December, 2027. A Proposal valid for a shorter period of time may not be further considered. UNICEF may request the Bidder to extend the validity period. The Proposal of Bidders who decline to extend the validity of their Proposal will become disqualified as no longer valid.

6.2 Corrections and Other Changes to the Proposal. All corrections or other changes to a Proposal must be received by UNICEF prior to the Submission Deadline. The Bidder must clearly indicate that the revised Proposal is a modification and supersedes the earlier version of their Proposal and clearly state and explain the changes from the original Proposal. Erasures or other corrections in the Proposal must be explained and the signature of the Bidder shown alongside.

6.3 Withdrawal of Proposal. A Proposal may be withdrawn by the Bidder on emailed, faxed or written request received by UNICEF's Bid Section from the Bidder prior to Submission Deadline. Negligence on the part of the Bidder confers no right for the withdrawal of the Proposal after it has been opened.

## 7. PREPARATION OF PROPOSAL

7.1 It is the responsibility of Bidders to inform themselves in preparing their Proposal. In this regard, the Bidders must:

- Examine all terms, requirements and formal submission instructions (e.g. regarding form and timing of submission, marking of envelopes, as applicable) included in the RFP (including the Instruction to Bidders section);
- Review the RFP to ensure that they have a complete copy of all documents;
- Examine all of the Mandatory Technical Requirements and Other Mandatory Requirements;
- Review the UNICEF General Terms and Conditions of Contract (Goods) for the supply of Goods attached to this RFP (and also publicly available on the UNICEF Supply website: <https://www.unicef.org/supply/documents/general-terms-and-conditions-contract>);
- Review the UNICEF policies publicly available on the UNICEF Supply website: <https://www.unicef.org/supply/resources/procurement-policies>. In particular, Bidders should familiarize themselves with the obligations imposed on Suppliers and their personnel and sub-contractors under the UNICEF Policy Prohibiting and Combatting Fraud and Corruption and the UNICEF Policy on Conduct Promoting the Protection and Safeguarding of Children;

- Fully inform and satisfy themselves as to requirements of any relevant authorities and laws that apply, or may in the future apply, to the supply of the goods.

7.2 Failure to meet all requirements and instructions in the RFP or to provide all requested information will be at the Bidder's own risk, and may result in rejection of the Bidder's Proposal.

7.3 The Proposal must be organized to follow the format of this RFP. Each Bidder must respond to the stated requests or requirements, and indicate that the Bidder understands and confirms acceptance of UNICEF's stated requirements. The Bidder should identify any substantive assumption made in preparing its Proposal. The deferral of a response to a question or issue to any contract negotiation stage (if any) is not acceptable. Any item not specifically addressed in the Proposal will be deemed as accepted by the Bidder. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will affect the evaluation of the Proposal.

7.4 Submission of Proposals

Bidders must make clear reference to the RFP NUMBER in the subject field of email submitted to supplybid@unicef.org. Email submission shall not exceed 25 MB, including the size of the cover email. If the Proposal consists of large electronic files, it is recommended to send these files separately before CLOSING TIME AND DATE, indicating the order of emails (email 1, email 2, etc.) after the RFP NUMBER in the subject line of each email.

Bidders are expected to ensure the "acknowledge receipt" of the Proposal is received after the email submission. The subject line of an "acknowledge receipt" will show "UNICEF Supply Division - Bid confirmation".

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

Proposals sent to any other email, or without RFP NUMBER included in the subject field of email or Proposals sent after the CLOSING TIME AND DATE will be INVALIDATED.

7.5 Answer sheets must be completed in full by the Bidder.

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

**8. PROPOSAL DOCUMENTS; CONFIDENTIALITY**

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

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

- UNICEF may share such information on a confidential basis with members of the Procurement Reference Group/Advisory Group as described in Part I, Section 2.
- UNICEF will make details of each award public as described in Part V, Section 2.9.

UNICEF reserves the right to disclose information regarding the proposals received against this RFP with the Gavi Secretariat and the ICG.

## PART III – COMMERCIAL REQUIREMENTS

*This section provides background information for completion of the Commercial Proposal. It also provides information on UNICEF's commercial requirements for awarded Suppliers under an eventual LTA and Purchase Order.*

### 1. EXPERIENCE AND PAST PERFORMANCE; PROPOSED QUANTITIES

1.1 Experience in Vaccines and/or Biologicals Supply and Delivery. The Bidder will demonstrate proven experience and qualification in development, supply and delivery of the vaccines and/or biologicals including the offered product(s). The Bidder should provide the following information:

- Number of years of production and delivery by vaccine and/or biologicals (quantities).
- Applicable to all Bidders with less than 3 years of experience as a vaccine Supplier to UNICEF: Customer reference list by vaccine and/or biological. This should include customer contact names and communication information (phone/email/fax). Delivery report and delivery performance report for minimum period of the past 3 years, including reasons for delays in deliveries and frequency, and measures taken to resolve the delays. Information on total annual quantities supplied to other customers.
- Names of regulatory bodies where products are registered, and date of original registration.

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

Bidders should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNICEF.

1.2 Past Performance Record. Bidders that have not previously supplied to UNICEF must demonstrate that they have been able to provide on-time deliveries and maintained production schedules; they must also specify the time period over which the on-time delivery performance has been measured. UNICEF will also review past performance of former and current Suppliers to UNICEF by reference to criteria set out in Part V, Section 1.2.

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

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

### 2. PRODUCT DETAILS, QUANTITIES AND PLANS

2.1 Reasonable Proposed Quantity. If the proposed quantity is disproportionately high compared to past years' annual production quantity, the Bidder will demonstrate, that it is able to supply the quantity being proposed by it to UNICEF during the quoted timeframe. The Bidder will also advise UNICEF of the current annual production quantity. WHO's Prequalification Team – WHO/PQT - may evaluate the capacity of the Bidder to supply the proposed quantity as part of the technical evaluation of the Proposal.

2.2 Medium and Long Term Plans. Bidders are requested to provide information on their medium and long term plans for production of the vaccine(s) being offered, or of vaccines that may be offered in the future, including an overview of business factors affecting the decision to produce the vaccine at the quantities offered to UNICEF.

2.3 National Regulatory Licensure Requirements by the Importing Governments. Bidders are expected to undertake all reasonable efforts to ensure products are registered in the countries that require registration prior to use and to keep UNICEF informed of the progress and development of same. In addition to the information on existing registrations required under Section 1.1, Bidders are requested to provide information on planned and pending registrations and intent to renew existing registrations upon expiry.

- 2.4 Country of Origin. Bidders shall advise of country of origin of vaccines offered, including that for vaccines produced in countries other than that of the Bidder must be indicated, stating the country of origin. Bidders may be required to submit a Certificate of Origin of Goods issued by the Chamber of Commerce or other equivalent authority. (*Information shall be provided as part of Technical Proposal Sheet*).
- 2.5 Sub-contractors. Bidders must identify in their Proposal any products which may be offered by themselves, but originate from another Supplier and/or country. All sub-contracting arrangements will be reviewed by UNICEF as part of its evaluation of the Proposal. In addition, all Bidders not producing the vaccine offered or their own vaccine bulk concentrate must indicate the source(s) for the vaccine quantity offered. Bidders will provide evidence of the contractual agreements for the quantities being offered. Furthermore, the Bidder must confirm that the quantities offered do not violate any contractual commitments made between the Bidder and the vaccine or bulk concentrate manufacturer. (*Information shall be provided as part of Technical Proposal Sheet*).
- 2.6 Catalogues. Bidders, who have not already done so, are kindly requested to include a copy of their current catalogue or list of product offering in their Proposal.

### **3. ACCOUNT MANAGEMENT**

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

Communication and documentation shall be in English. The communication is seen as an important prerequisite for successful account management and needs to be frequent, timely and accurate.

- 3.3 The communication on all elements connected to execution of an eventual LTA and subsequent Purchase Orders should be solely between UNICEF and the awarded Supplier. Suppliers are not expected to have direct contact with recipient country Governments.

### **4. PERFORMANCE MONITORING**

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

- 4.1 The UNICEF General Terms and Conditions of Contract (Goods) specify that UNICEF will monitor the Supplier's performance under the LTA and linked Purchase Orders. As part of execution of eventual LTA, the awarded Supplier will be required to provide its full cooperation with such performance monitoring, at no additional cost or expense to UNICEF, and provide relevant information as reasonably requested by UNICEF.
- 4.2 UNICEF has identified generic criteria that will be applied for evaluating and monitoring Supplier performance against their contractual obligations as an outcome of this procurement process.

<b>Key Categories</b>	<b>Performance Metrics</b>	<b>Performance Baseline</b>
Time	Timeliness of Purchase Order Acknowledgement	Less than or equal to 7 working days after Purchase Order placement
	Timeliness of Notification of Goods Readiness	Notification of Goods' Readiness parameter (Greater than or equal to 3 working days before potential delivery)
	Timeliness of Delivery	Less than or equal to 5 working days after Purchase Order delivery date

## 5. SUPPLY FORECAST AND MONTHLY ALLOCATION REPORTING

### 5.1 Annual supply forecast:

- Early October prior to the beginning of each calendar year during the LTA-G Period, UNICEF shall provide the Supplier with an annual forecast of the quantities of Goods UNICEF expects to order per month during the following calendar year (the "Annual Forecast"). UNICEF shall update the Annual Forecast, as necessary, on a monthly basis or, in the event of significant changes, more frequently.
- Although UNICEF may request a different spread, the Parties acknowledge that, in principle, the total quantities of Goods awarded to the Supplier for any given year will be distributed over the months of that year.

### 5.2 Under the LTA, the awarded Supplier will be required to provide UNICEF with a monthly allocation report, listing the following for each vaccine presentation:

- the total quantities forecasted for delivery during the next six-month period;
- total quantity in stock with NRA release;
- total quantity in stock pending NRA release for UNICEF;
- the total quantities in production for UNICEF; and
- any additional relevant information the Parties agree to include.

## 6. PRICES AND DISCOUNTS

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

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

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

Currency of Proposals. The currency of the proposal will be either 1) US Dollars or 2) US Dollars and EURO. Bidders wishing to offer in EURO are requested to offer one price in US Dollars and one price in EURO, leaving it to UNICEF's sole discretion to determine which price to accept and consider for award. For evaluation purposes, the EURO price will be converted to US Dollars using the official United Nations rate of exchange in effect on the submission deadline date.

### 6.2 Inclusive Pricing. Pricing should include the cost of packaging and packing the goods and all temperature monitoring devices in accordance with the packaging and packing requirements set out in the Mandatory Technical Requirements. Bidders are requested to specify the price implications of temperature monitoring devices in the *Packing Details Answering Sheet*. Unit pricing must include the price of Vaccine Vial Monitor (VVM).

### 6.3 Taxes. Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNICEF as a subsidiary organ, is exempt from all direct taxes, except

charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All prices quoted in the Proposal must be net of any direct taxes and any other taxes and duties, unless otherwise specified in this RFP.

6.4 Affordability of Pricing. UNICEF believes in paying a price that is affordable to Governments and donors and a price that reasonably covers manufacturers' minimum requirements. The Bidder is requested to provide information on factors that influence the pricing offered to UNICEF including, the basis for any quantity-based pricing. Any price increase over previous years' pricing should be explained in the *Commercial Proposal*.

6.5 Maximum Pricing. Prices offered by Bidders, will constitute maximum ceiling prices and cannot be increased for the duration of the tender period and during the validity of Proposal. Prices may be reduced at any time.

6.6 Most Favoured Customer.

The Bidder represents to UNICEF that, in respect of the Goods purchased under this Purchase Order/LTA, UNICEF is not being charged more than other clients for similar vaccines in similar quantities, in a similar product presentation, and in similar circumstances. In the event that UNICEF is charged more than other clients in the circumstances referred to in the preceding sentence, the Bidder shall thereafter offer the same price to UNICEF for all Goods to be supplied in the remaining term of this Purchase Order/LTA.

6.7 Discounts. Bidders are requested to advise as to:

- (a) Quantity / volume discounts, in form of large quantity / volume discounts and staircase pricing (i.e. varying prices according to different quantities procured);
- (b) Cumulative quantity / volume discount levels, i.e. discounts that increase as the cumulative order value/volume increases throughout the validity of the LTA;
- (c) Early payment discounts, i.e. payment within a specified period of time faster than UNICEF's standard payment term of 30 days net;
- (d) Trade discounts;
- (e) Any other unconditional discounts.

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

6.8 Alternative Proposals.

UNICEF considers the pentavalent and DTwP markets to be sufficiently matured and that the tender objectives should be achievable without the use of any exceptional, catalytic contracting terms such as partial firm contracts or special payment terms.

Notwithstanding the above, UNICEF remains open to receive alternative Proposals, including Proposals which may include special contracting terms or where pricing is conditional upon firm UNICEF commitment to defined quantities, or subject to pre-payment or advance payments. Such Proposals will be evaluated against their utility in reaching the specific objective(s) of the RFP. Any firm commitment by UNICEF would be subject to funding availability as well as other agreed upon conditions, including reciprocity clauses (e.g. liquidated damages).

6.9 Payment Terms. Unless an alternative Proposal has been awarded that includes pre-payment or advance payment, invoices may be issued to UNICEF only after the delivery terms of the Purchase Order (as issued in accordance with the provisions of the LTA) have been fulfilled. The standard terms of payment are net 30 days, after receipt of invoice and required supporting documentation. Payment will be effected by bank transfer in the currency of the Purchase Order.

## **7 DELIVERY TERMS AND DELIVERY LEAD TIME; LIQUIDATED DAMAGES**

- 7.1 Under the LTA, the awarded Supplier will be required to comply with the applicable INCOTERM and all other delivery terms and instructions stated in the LTA and the relevant Purchase Order. With respect to the definition of "INCOTERMS" in the UNICEF General Terms and Conditions of Contract (Goods), the applicable version of the "INCOTERMS" will be the most-recently issued version of the INCOTERMS at the start date of the LTA; provided however that if a new version of the INCOTERMS is issued after the effective date of the LTA, the Parties will in good faith consult with each other on the implications for the LTA with a view to adopting such new version.
- 7.2 The awarded Supplier will be expected to comply with the minimum delivery lead-time specified in the LTA. Bidders should therefore indicate the realistic lead-time for delivery for each vaccine offered (subject to quantities). "Delivery lead-time" is the period from the date of receipt of a Purchase Order by the Supplier to the date of delivery of the Goods in accordance with the applicable delivery term and instructions specified in the relevant Purchase Order (as issued in accordance with the provisions of the LTA) and includes the period for packing the products, delivery in accordance with the specified delivery term and provision of all documentation required in connection with such delivery. UNICEF will monitor and measure the performance of the Supplier, including by measuring performance against the lead-time indicated in its Proposal and reflected in the LTA.
- 7.3 The Supplier's obligations in respect of delay in delivery of Goods, including (but not limited to) obligations to notify UNICEF of delay in delivery of Goods, as well as the consequences of delay, and UNICEF's rights and remedies in respect of any such delay, are governed by the UNICEF General Terms and Conditions of Contract (Goods).
- 7.4 The LTA also specifies that, without prejudice to any of the other rights and remedies of UNICEF, if the Supplier fails to deliver the Goods under any Purchase Order in accordance with the stated time for delivery, or if UNICEF exercises its right to reject Goods that do not conform to the requirements in the LTA and the relevant Purchase Order, UNICEF may claim liquidated damages from the Supplier and, at UNICEF's option, the Supplier will pay such liquidated damages to UNICEF or UNICEF will deduct such liquidated damages from the Supplier's invoice(s). Such liquidated damages will be calculated as follows: one half of one per cent (0.5%) of the price of such Goods for each day of delay, until delivery of conforming Goods, up to a maximum of ten per cent (10%) of the value of the relevant Purchase Order. The payment or deduction of such liquidated damages will not relieve the Supplier from any of its other obligations or liabilities pursuant to the LTA and the relevant Purchase Order.

## **8. PRE-DELIVERY INSPECTION**

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

8.2 The awarded Supplier acknowledges that any inspection of the Goods by UNICEF or its designated inspection agents does not constitute a determination whether the specifications for the Goods (including Mandatory Technical Requirements) have been met. The awarded Supplier will be required to comply with its warranty and other contractual obligations whether or not UNICEF carries out such pre-delivery inspection of the Goods.

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

## 9. TEMPORARY STORAGE

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

## 10. WARRANTY

10.1 Warranty. Under an eventual LTA, the awarded Supplier will be required to warrant that the Goods (including packaging) offered by it will meet each of the following minimum criteria:

- (a) The Goods conform to the quality, quantity and specifications for the Goods stated in the LTA and linked Purchase Order (including, in the case of perishable or pharmaceutical products, the shelf life specified in the LTA and linked Purchase Order);
- (b) The Goods conform in all respects to the technical documentation provided by the Supplier in respect of such Goods and, if samples were provided to UNICEF prior to entering into the LTA, the Goods are equal and comparable in all respects to such samples;
- (c) The Goods are new and factory-packed;
- (d) The Goods are fit for the purposes for which such Goods are ordinarily used and any purposes expressly made known to the Supplier by UNICEF;
- (e) The Goods are free from defects in design, manufacture, workmanship and materials;
- (f) The Goods are free from all liens, encumbrances or other third party claims;
- (g) The Goods are contained or packaged in accordance with the standards of export packaging for the type and quantities of the Goods specified in the LTA and linked Purchase Order, and for the modes of transport of the Goods specified in the LTA and linked Purchase Order (including but not limited to, in a manner adequate to protect them in such modes of transport), and marked in a proper manner in accordance with the instructions stipulated in the LTA and linked Purchase Order and applicable law.

10.2 Warranty Period. Under the LTA, the period of validity of the warranty will be no less than the shelf life of the Goods.

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

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

## PART IV – MANDATORY TECHNICAL REQUIREMENTS

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

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

### 2. WHO PRE-QUALIFICATION

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

Proposals from manufacturers and developers of hexavalent vaccine in all stages of clinical trials will be encouraged, as it will enhance UNICEF visibility on the pipeline including capacity, milestones, and timelines. Taking into consideration the uncertainty related to the demand, the changing market conditions, and the tender objectives, understanding the supply landscape in the long term will contribute to strategic approach to awards.

### 3. PRODUCTION AND TESTING

- 3.1 The vaccines offered will be produced and tested in conformity with the requirements of national legislation and the following recommendations established by the World Health Organization (WHO), or any subsequent revisions: <https://www.who.int/medicines/regulation/tsn/en/>.
- a) Good Manufacturing Practices for pharmaceutical products: main principles (WHO\_TRS\_986\_annex 2 GMP main principles)
  - b) Good manufacturing practices for sterile pharmaceutical products (WHO Technical Report Series No.961, 2011. Annex, 6)
  - c) Good Manufacturing Practices for Biological Products (WHO Technical Report Series No. 999, Annex 2, 2016)
  - d) Good Manufacturing Practices. Water for pharmaceutical use (WHO Technical Report Series No. 970, annex 2 (2012)
  - e) WHO good practices for pharmaceutical quality control laboratories (WHO Technical Report Series No. 957 Annex 1)
  - f) Guidance on good data and record management practices (WHO Technical Report Series, No. 996, Annex 5 (2016))
  - g) WHO guidelines on quality risk management. WHO Technical Report Series, No. 981), Annex 2
  - h) Good Manufacturing Practices: Requirements for sampling of starting materials (WHO Technical Report Series No. 929, 2005. Annex 2)
  - i) Supplementary guidelines on good manufacturing practices: validation. WHO Technical Report Series, No. 937), Annex 4
  - j) General Requirements for the Sterility of Biological Substances (WHO Technical Report Series No. 530, Annex 4, 1973), Amendment 1995 (WHO Technical Report Series No. 872, Annex 3, 1998)
  - k) Recommendations for the evaluation of animal cell cultures as substrates for the manufacture of biological medicinal products and for the characterization of cell banks (WHO Technical Report Series No. 978, annex 3, 2013)
  - l) WHO Guidelines on Nonclinical Evaluation of Vaccines (WHO Technical Report Series No. 927, Annex 1, 2005)
  - m) Guidelines on the nonclinical evaluation of vaccine adjuvants and adjuvanted vaccines (WHO Technical Report Series No. 987, annex 2, 2014)
  - n) Guidelines on Clinical Evaluation of Vaccines: Regulatory Expectations (WHO Technical Report Series No. TRS 1004, Annex 9, 2017)
  - o) Guidelines on stability evaluation of vaccines (WHO Technical Report Series No. 962, Annex 3, 2011)

- p) Guidelines on procedures and data requirements for changes to approved vaccines (WHO Technical Report Series No. 993, Annex 4, 2015)
- q) Guidance on Variations to a Prequalified Vaccine, July 2015  
[http://www.who.int/immunization\\_standards/vaccine\\_quality/PQ\\_VXA\\_Variations\\_V7.pdf?ua=1](http://www.who.int/immunization_standards/vaccine_quality/PQ_VXA_Variations_V7.pdf?ua=1)
- r) Report of a WHO Consultation on Medicinal and other Products in relation to Human and Animal Transmissible Spongiform Encephalopathies (WHO/BLG/97.2)
- s) WHO Guidelines on Transmissible Spongiform Encephalopathies in relation to Biological and Pharmaceutical Products <http://www.who.int/biologicals/publications/en/whotse2003.pdf?ua=1>
- t) WHO good practices for pharmaceutical microbiology laboratories. WHO Technical Report Series, No. 961), Annex 2
- u) WHO guidelines for drafting a site master file. (WHO Technical Report Series, No. 961), Annex 14, 2011
- v) Model guidance for the storage and transport of time-and temperature-sensitive pharmaceutical products. WHO Technical Report Series, No. 961), Annex 9
- w) WHO Guidelines for independent lot release of vaccines by regulatory authorities. WHO TRS 978, Annex 2.
- x) Guidelines on the stability evaluation of vaccines for use under extended controlled temperature conditions (WHO Technical Report Series No. 999, Annex 5, 2016)
- y) WHO Infection Control Guidelines for Transmissible Spongiform Encephalopathies. WHO/CDS/CSR/APH/2000.3. Geneva March 1999
- z) WHO Guidelines on Tissue Infectivity Distribution in Transmissible Spongiform Encephalopathies. WHO, 2006.  
<http://www.who.int/biologicals/publications/en/whotse2003.pdf?ua=1>
- aa) Assessing the programmatic suitability of vaccine candidates for WHO prequalification. WHO/IVB/12.10. WHO 2012.
- bb) Guidelines on the quality, safety and efficacy of plasmid DNA vaccines, Annex 2, TRS No 1028 Replacement of Annex 1 of WHO Technical Report Series No. 941 10 March 2021:  
<https://www.who.int/publications/m/item/plasmid-dna-vaccines-annex-2-trs-no-1028>
- cc) Guidelines on the quality, safety and efficacy of biotherapeutic protein products prepared by recombinant DNA technology. WHO TRS No. 987 Annex 4, 2014
- dd) WHO Recommendations, Guidelines and other documents related to the manufacture and quality control of biological substances used in medicine. WHO TRS No. 999 Annex 1, 2016
- ee) Regulatory assessment of approved rDNA-derived biotherapeutics. WHO TRS No. 999 Annex 3, 2016
- ff) Evaluation of the quality, safety and efficacy of messenger RNA vaccines for the prevention of infectious diseases: regulatory considerations (WHO/BS/2021.2402 under final review)

#### **4. VACCINES**

4.1. The offered vaccines must meet all the WHO requirements and recommendations currently in force:

[DT-Based Combined Vaccines \(who.int\)](#)

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

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

5.1 It is recognized that, because of the special needs for vaccines for the developing countries, the specifications prepared for UNICEF by WHO may be more detailed than those given in the WHO Requirements, although they are not in conflict with them.

5.2 In those aspects where WHO GMP requirements are not detailed enough, other international guidelines will be followed by the manufacturer – e.g. those of the European Union (EU), PDA (Parenteral Drug Association), and United States Pharmacopoeia (USP) – and appropriate justification for the choice will be provided. In such cases WHO will assess against the standard used.

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

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

### **6.1 Labelling**

6.1.1 Labelling is included in WHO's guideline "Assessing the programmatic suitability of vaccines considered for WHO prequalification" as preferred vaccine characteristics.

6.1.2 Programmatic preference for Labels are:  
Primary and secondary containers should be labelled according to the principles set out in TRS 996, Annex 2 and Annex 3.

6.2 Programmatic preference for thermostable vaccines allowing application of the Controlled Temperature Chain - keeping vaccines at temperatures outside of +2° to 8° for a limited period of time under monitored and controlled conditions as appropriate to the stability of the antigen:

- Vaccines and diluents that can be stored for extended periods at temperatures above +8°
- Vaccines with data and licensing allowing for higher temperature storage. If feasible, use 40° as the current threshold target

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

7.1 For WHO prequalified vaccines, changes introduced in formulation, in methods of manufacturing in facilities or in any other aspects of production which might result in a change of safety and/or efficacy of the vaccines, or which change the licensing agreement between the manufacturer and the National Regulatory Authority should be notified to the WHO Regulation and Prequalification Department (RPQ), WHO's Prequalification Team (hereafter WHO PQT) in accordance with the WHO agreed timeframe. If the regulations of the country of manufacture do not require approval of the changes by the NRA, then the WHO RPQ (WHO PQT) in Geneva should be consulted in a timely manner before the changes are introduced. Refer to WHO Guidance on Variations to a Prequalified Vaccine July 2015:  
[http://www.who.int/immunization\\_standards/vaccine\\_quality/PQ\\_VXA\\_Variations\\_V7.pdf?ua=1](http://www.who.int/immunization_standards/vaccine_quality/PQ_VXA_Variations_V7.pdf?ua=1)

7.2 Such changes may require additional activities by WHO to assure continued compliance with WHO requirements.

## **8. VISIT OF FACILITIES**

8.1 Under an eventual LTA, the awarded Supplier will be expected to permit UNICEF, or their representatives as may be designated under notice to the Supplier, to have access to its manufacturing and warehouse facilities at all reasonable times to assess (or periodically reassess) the production and capacity, testing, packaging and storage of the goods, and will provide reasonable assistance for such assessment including the access to information necessary for review of manufacturing protocols, lot production records, test results or quality control reports.

## **9. LABELS AND PACKAGE INSERTS**

9.1 The labels on vaccine primary containers will be those approved by WHO as part of the prequalification process and will be affixed with water-resistant adhesive so that the labels do not become loose or fall off. Labels should state the name of vaccine, name of manufacturer, lot number, dose and mode of administration, expiry date, storage temperature, and number of doses per primary container. Expiry date and lot number will be printed on each primary container in indelible ink. Adsorbed vaccines as well as others known to be freeze sensitive will have the warning "DO NOT FREEZE".

9.2 The package insert will be that approved by WHO during prequalification or as revised and accepted by WHO in correspondence with WHO recommendations (e.g. position papers if available) will be printed at least in English, French, Portuguese and Russian. Spanish and Arabic are optional. Separate inserts in the language appropriate for the country of destination will be desirable. In all inserts the following should be inserted under "Description of vaccines". "The vaccine fulfils WHO requirements for (Name of vaccine)".

Manufacturers must comply with WHO model inserts for the relevant vaccine offered under this Proposal.

## 10. CLOSURES

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

## 11. VACCINE VIAL MONITORS (VVM)

11.1. UNICEF requests vaccines with Vaccine Vial Monitors.

11.2. Vaccine vials should be fitted with Vaccine Vial Monitors (VVMs). VVMs should comply with WHO PQS Performance Specification (WHO/PQS/E006/IN05.3) or such updated version and in the PQS independent type-testing protocol (WHO/PQS/E006/IN05.VP.3). More information about VVM can be found here:

[https://extranet.who.int/pqweb/sites/default/files/documents/WHO\\_PQS\\_E006\\_IN05.3\\_May%202018.pdf](https://extranet.who.int/pqweb/sites/default/files/documents/WHO_PQS_E006_IN05.3_May%202018.pdf)

## 12. RELEASE CERTIFICATION

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

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

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

## 13. RETENTION OF SAMPLES AND TESTING

13.1 Samples of each batch of vaccine supplied under the LTA(s) resulting from this RFP will be retained by the corresponding Supplier until their expiry date. These samples will be provided, upon request, to WHO/PQT for testing.

13.2 The number of samples to be retained for each type of vaccine is specified in the table below:

Vaccine	Number of vials of finished vaccine required (and appropriate diluent when needed)
DTwP-HepB-Hib	50 vials of vaccine (250 vials in case of monodose) + 4 vials of 5 ml of bulk for Hib valence + 6 reference vaccines for Hep B valence
DTwP	30 vials

DTwP-HepB-IPV-Hib	80 vials of vaccine (400 vials in case of monodose) + 4 vials of 5 ml of bulk for Hib valence + 6 reference vaccines for Hep B valence
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**14. SHELF LIFE**

14.1 The vaccines supplied under the LTA(s) and purchase orders resulting from this RFP will be supplied with the maximum shelf life possible consistent with current vaccine production technology and stability data. Unless separately authorized by UNICEF, the remaining shelf life at the time of dispatch will not be less than the ones stated below:

Vaccine	Remaining shelf life at the time of dispatch
DTwP-HepB-Hib	18 months
DTwP	20 months
DTwP-HepB-IPV-Hib	18 months

**15. PROPOSALS OF VACCINES NOT YET WHO PRE-QUALIFIED**

If the Bidder offers a vaccine that is not WHO pre-qualified, the Proposal must include a detailed plan on the timeline to obtain WHO pre-qualification. The timeline should include information regarding the vaccine and plans for manufacturing and licensing:

- Vaccine Development: Status and plans, including source of bulk antigens to be used;
- Clinical Trials: Trials conducted so far and planned, with timelines;
- National Regulatory Registration: Status and plans for registration, including NRA that would be responsible for release of the finished vaccine and planned vaccine presentations; and
- File submission to WHO: Status and plans.

If the Bidder's Proposal was deemed of interest to UNICEF, UNICEF will advise the Bidder of such and will request that UNICEF be kept informed about the progress of the submitted timeline.

If the offered vaccine obtains WHO pre-qualification during the award period and upon confirmation that the mandatory requirements of this RFP are met, UNICEF would consider awarding a quantity to the Bidder under one or more of the following conditions:

- UNICEF is facing a monopoly situation or a near monopoly situation;
- Lack of performance of current supplier(s);
- Insufficient supply from current supplier(s);
- If it meets the specific objectives of the tender; or
- To meet unallocated demand quantities.

The quantities considered for award would be those not met under established contracts or quantities that could be reallocated from existing LTA(s) after negotiation with the corresponding suppliers.

**16. ADVERSE EVENTS AND RECALLS**

In the execution of LTA(s) and purchase orders resulting from this RFP, the corresponding supplier shall in case of:

16.1 Adverse Events

The Supplier shall comply with all applicable laws, regulations and requirements. This includes monitoring, reporting and any consequent modification of product information regarding vaccine safety required under national laws and regulations in the country of manufacture, in any other country in which

the vaccine receives marketing authorisation and also as required to fulfil the conditions of WHO prequalification. The terms used surrounding adverse experiences shall have the meanings set forth in the International Conference on Harmonization (ICH) of Technical Requirements of Pharmaceuticals for Human Use E2A Clinical Safety Data Management: Definitions and Standards for Expedited Reporting and the WHO Global Manual on Surveillance of Adverse Events Following Immunization.

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

**16.2 Quality complaints and recalls**

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

**17. PACKING AND SHIPPING**

Packaging/Shipping arrangements will be in accordance with the WHO Guidelines on the International Packaging and Shipping of Vaccines, Sixth Edition:

<https://apps.who.int/iris/bitstream/handle/10665/338012/9789240015432-eng.pdf?sequence=1&isAllowed=y> or any subsequent revisions.

This Sixth Edition of the Guidelines, in effect since January 2021, has replaced previous version which has been in effect since 2005.

Detailed instructions regarding shipping and requirements for invoice and shipping documents will be provided to the awarded Supplier as part of each Purchase Order.

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

**18. PACKING, PACKAGING, PACKING LIST, LABELLING AND DANGEROUS GOODS INSTRUCTIONS**

18.1 Under the LTA, the Supplier will be required to comply with the requirements (as updated from time to time) for packing, packaging, packing list, and labelling goods set out in the WHO Guidelines on the International Packaging and Shipping of Vaccines, Sixth Edition, (or any subsequent revisions to such Guidelines) and the additional requirements (if any) for packing, packaging, packing list, and labelling goods set out in the specifications for the Goods, the Mandatory Technical Requirements and the relevant Purchase Order. This includes those requirements that apply to dangerous goods. The classification of goods (including packaging) as "dangerous goods" is a Supplier responsibility and must be communicated to UNICEF when submitting the Proposal. For any goods (including packaging) classified as dangerous goods, Bidders must submit all relevant Material Safety Data Sheets indicating accurate classification for transport purposes, storage, labeling and shipping requirements when submitting the Proposal.

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

18.3 The Supplier's costs of complying with the requirements of this Section 18 will be the sole responsibility of the supplier.

**19. PACKING OF DILUENT FOR RECONSTITUTED VACCINES**

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

**20. BAR CODES**

Application of bar codes are required on all packaging levels used by Suppliers for supply to UNICEF,

with the exception of primary packaging. Bar codes shall conform to GS1 standards, allowing through a unique company prefix to identify vaccines available in the global supply chain from each manufacturer. The bar codes shall include Global Trade Item Number (GTIN), lot number and expiry date. Please refer to “Annex B - UNICEF Guidelines for Vaccine Barcode Specifications” for further information.

**21. GROSS WEIGHT AND VOLUME**

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

**22. TRANSPORT AND STORAGE**

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

**23. STANDARD DOCUMENTS**

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

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

**24. TIME TEMPERATURE MONITORING DEVICE**

In order to monitor the cold-chain during international transit to Government central stores of vaccines manufacturers are requested to include WHO PQS prequalified electronic shipping indicators. These devices should, at a minimum, meet the specifications outlined in PQS performance specification for electronic shipping indicators, E006/TR07.3, or any updated version of the same specification, in each and every shipping carton. These devices meeting WHO requirements for international shipments can be found at the following site:

<https://extranet.who.int/pgweb/sites/default/files/documents/WHO-PQS-E006-TR07%203-final.pdf>

Use of temperature monitoring devices powered by lithium batteries other than coin cells should be avoided (IATA 2017 Lithium Battery Guidance Document) as this would require shipments to be labelled as Dangerous Goods.

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

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

<https://apps.who.int/iris/bitstream/handle/10665/338012/9789240015432-eng.pdf?sequence=1&isAllowed=y>

**26. DELIVERY PREPARATION LEAD-TIME**

Bidders will indicate, as part of the their COMMERCIAL PROPOSAL, the delivery preparation lead-time for each vaccine and presentation after receipt of the Purchase Order. Delivery preparation lead-time includes time to complete administrative arrangements, including documentation, packing and marking. The maximum lead time should not exceed 30 days.

## PART V – EVALUATION OF PROPOSALS; AWARDS

### 1. EVALUATION

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

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

- General. The merits of each Proposal will be evaluated to assess its ability to support the objectives of this RFP as set out in Part I. UNICEF will evaluate each Proposal to determine whether the products offered are acceptable commercially and technically and are of the required quality.
- Review of Compliance with Eligibility, Commercial and Technical Mandatory Requirements. Each Proposal will be evaluated for compliance with the requirements of this RFP.
- Technical evaluation will be based on information provided by Bidders as part of their Technical Proposal and evaluation will take place in accordance with the Mandatory Technical Requirements assessed in collaboration with WHO. Compliance with all other requirements will be evaluated by UNICEF.
- Proposals deemed not to meet all of the requirements will be considered non-compliant and rejected at this stage without further consideration. Failure to comply with any of the terms and conditions contained in this RFP, including, but not limited to, failure to provide all required information, may result in a Proposal being disqualified from further consideration.
- Commercial evaluation. During the evaluation, the nature of Commercial Proposal will be studied and compared to the evaluation criteria. In order to determine to what extent a Proposal is found satisfactory, all information included in both, the Commercial and Technical Proposal will be evaluated together to determine how the factors presented in each Proposal will support the RFP objectives set out in Part I.
- Awards will be determined based on the following criteria:
  - Contribution to meeting the procurement objectives
  - Products meeting the technical specifications, including WHO pre-qualification
  - Product registration in countries with forecasted demand through UNICEF
  - Timing of product availability
  - FCA Price nearest international airport

1.2 The detailed evaluation criteria to be used to assess the Proposals are shown in the below table:

	Tender Objectives	Quantitative Criteria	Qualitative Criteria
	<b>1. Balance of supply and demand</b>		
<b>Ensure sufficient supply and flexibility in the vaccine mix (DTwP/Pentavalent/Hexavalent) to cover demand for</b>	<i>Ensure supply capacity of DTwP and Pentavalent standalone are not adversely affected by the launch of Hexavalent.</i>	<ul style="list-style-type: none"> <li>• Total production capacity.</li> <li>• Quantity offered – DTwP/Pentavalent</li> <li>• Lead-time for volume offered.</li> <li>• Shelf life</li> </ul>	<ul style="list-style-type: none"> <li>• Access to necessary bulk production capacity.</li> <li>• Impact of quantities offered</li> </ul>

<p><b>Gavi and non-Gavi countries</b></p>	<p><i>Ensure sufficient and uninterrupted availability of Hexavalent, once a product becomes WHO pre-qualified &amp; introduced in countries.</i></p>	<ul style="list-style-type: none"> <li>• Number and names of regulatory bodies where products are registered.</li> <li>• Quantity offered – Hexavalent.</li> <li>• Demonstration of capacity to provide quantities offered.</li> <li>• Timing of WHO pre-qualification and clear milestones: <ul style="list-style-type: none"> <li>○ Date of submission to WHO PQ</li> <li>○ Expected date of WHO PQ</li> <li>○ Expected date of first supply to UNICEF</li> </ul> </li> <li>• Timing of when supply will be available for commercialization to UNICEF.</li> </ul>	<p>on inter-related portfolios.</p> <ul style="list-style-type: none"> <li>• Reliability of milestones for obtaining WHO pre-qualification.</li> <li>• Agreement to share additional documentation when required by countries</li> </ul>
	<p><i>Foster an environment that allows product development and demand evolution for Hexavalent, while taking other markets dynamics into consideration.</i></p> <p><i>Encourage engagement with vaccine manufacturers in the African continent, related to hexavalent vaccine manufacturing, and/or other vaccines and vaccine markets that are under development which could contribute to long term market health and economic benefits to countries by supporting a more diverse and resilient supplier base</i></p>	<ul style="list-style-type: none"> <li>• Plan for engagement with African manufacturers.</li> <li>• Number of African manufacturers engaged with.</li> <li>• Number of areas of engagement/projects with African manufacturers.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to provide accurate and reliable planning and forecasting, including monitoring NRA release, efficient order processing, accurate and complete documentation, close production follow-up and on-time delivery record.</li> <li>• Realistic lead time offered</li> <li>• Organizational charts information and primary account management of UNICEF.</li> <li>• Maintained quality level per WHO requirements</li> <li>• Initiative to resolve problems in a satisfactory and fast manner</li> </ul>

			<ul style="list-style-type: none"> <li>Support to timely AEFI reporting</li> </ul>
<b>2. Cost of appropriate and innovative vaccine to Gavi and countries</b>			
<p><b>Recognizing that cost implications of vaccines to donors and countries is an important parameter of this tender, while ensuring sustainable prices for manufacturers.</b></p>	<p><i>Ensure DTwP standalone and Pentavalent vaccine prices remain affordable.</i></p> <p><i>Enable the market to operate freely and adjust to an equilibrium.</i></p> <p><i>Seek a price for Hexavalent vaccine that represents good value for money which ensures the opportunity cost of the program is not greater than the benefit derived from the use of vaccine.</i></p>	<ul style="list-style-type: none"> <li>FCA price nearest international airport.</li> <li>Payment terms.</li> <li>Validity of offer.</li> <li>Alternative price offers and conditions offered.</li> <li>Validity of offer.</li> </ul>	<ul style="list-style-type: none"> <li>Agreement to share information impacting pricing e.g. cost drivers, on request.</li> </ul>
<b>3. Appropriate and innovative vaccine</b>			
<ul style="list-style-type: none"> <li>Innovation</li> </ul>	<ul style="list-style-type: none"> <li>Forster the market development and introduction of Hexavalent vaccine.</li> <li>Improved presentation, eg. Improved or elimination of cold chain requirements.</li> <li>New and appropriate product that are suitable for Gavi/UNICEF markets.</li> </ul>		<ul style="list-style-type: none"> <li>Planned improvements/changes to existing WHO pre-qualified products</li> <li>New presentation(s) offered, and their features</li> <li>R&amp;D pipeline for vaccines; Please include specific information including specific vaccines under development, their anticipated date of NRA licensure and targeted market(s).</li> </ul>

- 1.3 The award strategy under this tender will include considerations regarding the known country preference split at the time as well as considerations for the overall development towards healthy markets.
- 1.4 Minimum Order Quantity. Bidders must declare in their Proposals if there will be any minimum order quantity(ies) for the vaccine(s) detailed in the schedule to this RFP. Any such minimum order quantities will be considered as part of the evaluation process.
- 1.5 Clarifications Requested by UNICEF. During the evaluation of Proposals, UNICEF may, in its sole discretion, seek clarifications from any Bidder in order for UNICEF to fully understand the Bidder's Proposal and assist in the examination, evaluation and comparison of Proposals. UNICEF may seek such clarifications through written communications or may request an interview with any Bidder.
- 1.6 Interpretation of Errors. UNICEF may seek clarification of any errors identified by it in a Proposal. Absent satisfactory clarification, such errors will be interpreted by UNICEF in its sole discretion. In the case of errors in the extension price that are not clarified to UNICEF's satisfaction, unit price will govern.
- 1.7 References. UNICEF reserves the right to contact any or all references supplied by the Bidder(s) and to seek references from other sources as UNICEF deems appropriate.

## **2. AWARD**

- 2.1 Objectives of this RFP. Upon evaluation of all Proposals, taking into consideration the actual market situation for each vaccine, the forecasted quantities will be awarded to Bidders in accordance with the objectives of this RFP.
- 2.2 Limited Award. If a Bidder has not been a Supplier to UNICEF previously, UNICEF reserves the right to introduce the Supplier incrementally during the award period and assess the performance closely.
- 2.3 Award Period. UNICEF reserves the right to make an award for a shorter period of time than announced in this RFP if, in UNICEF's opinion, this would better meet the procurement objectives of this RFP or be in the best interested of UNICEF.
- 2.6 Negotiation. UNICEF reserves the right to negotiate with the Bidder(s) in support of achieving the procurement objectives of the RFP.
- 2.7 Award Notification. UNICEF will notify the Bidder(s) that has/have been awarded the LTA(s) resulting from this solicitation process. UNICEF will also notify the other Bidders of the outcome of this solicitation process.
- 2.8 Award Debrief. Bidder(s) that has/have been awarded an LTA will be invited to a formal debriefing and award initiation meeting. Bidder(s) that do not receive an award may request a formal debriefing. During a debriefing, the strengths and weaknesses of the Proposal may be discussed. Details concerning the evaluation results of other Proposals will not be divulged, except in accordance with Section 2.9 below.
- 2.9 Award Publication. UNICEF will make each award public by publishing the following information on the UNICEF website: the Supplier name, vaccine(s), duration of award, and total award value. UNICEF reserves the right to disclose the price and quantity information relating to any LTA(s) and related Purchased Orders resulting from this RFP. UNICEF may also make public the annual awarded Weighted Average Prices (WAPs) for each vaccine presentation.
- 2.10 Bidder Acknowledgement. The Bidder acknowledges and accepts the decision of UNICEF as to whether its Proposal meets the minimum requirements in this RFP and UNICEF's evaluation of the Proposal.

### **3. The LTA and UNICEF's GENERAL TERMS AND CONDITIONS OF CONTRACT (GOODS)**

- 3.1 The terms set out in UNICEF's standard LTA for vaccines will apply to any LTA awarded in connection with this RFP and any linked Purchase Orders issued under such LTA.
- 3.2 UNICEF's General Terms and Conditions of Contract (Goods) which are attached at Annex A to this RFP will apply to any LTA and linked Purchase Orders awarded in connection with this RFP.
- 3.3 By signing the Proposal Form, each Bidder is deemed to have confirmed its acceptance of the UNICEF General Terms and Conditions (Goods). The Bidder understands that if it proposes any amendments or additional terms to the LTA or the UNICEF General Terms and Conditions (Goods), these must be clearly detailed in the Proposal and may negatively affect the evaluation of the Proposal.

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

- 4.1 UNICEF reserves the following rights:

- (a) to accept any Proposal, in whole or in part; to reject any or all Proposals; or to cancel this solicitation process in its entirety and re-tender if it so chooses;

- (b) to request additional information from the Bidder and to verify any information contained in Bidder's response (and the Bidder will provide UNICEF with its reasonable cooperation with such verification);

- (c) to invalidate any Proposal received from a Bidder that, in UNICEF's sole opinion has previously failed to perform satisfactorily or complete contracts or Purchase Orders on time, or UNICEF believes is not in a position to perform the LTA provided however that UNICEF's failure to invalidate a Proposal does not constitute an acceptance that the Proposer is in a position to perform any LTA issued as a result of this RFP or any Purchase Order issued under such LTA;

- (d) to invalidate any Proposal that, in UNICEF's sole opinion, fails to meet the requirements and instructions stated in this RFP;

- (e) to suspend negotiations or withdraw an award to a Bidder at any time up until an LTA has been signed with such Bidder. UNICEF is not required to provide any justification but will give notice prior to any such suspension of negotiations or withdrawal of award.

- (f) to retender should the result of the tender be deemed nonresponsive by UNICEF.

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

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

## PART VI – BIDDER REPRESENTATIONS

### 1. GENERAL REPRESENTATIONS

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

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

### 2. ETHICAL STANDARDS

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

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

- 2.1 In respect of all aspects of the solicitation process the Bidder has disclosed to UNICEF any situation that may constitute an actual or potential conflict of interest or could reasonably be perceived as a conflict of interest. In particular, the Bidder has disclosed to UNICEF if it or any of its affiliates is, or has been in the past, engaged by UNICEF to provide services for the preparation of the design, specifications, cost analysis/estimation, and other documents to be used for the procurement of the goods requested under this RFP; or if it or any of its affiliates has been involved in the preparation and/or design of the programme/project related to the goods requested under this RFP.
- 2.2 The Bidder has not unduly obtained, or attempted to obtain, any confidential information in connection with the solicitation process and any LTA and linked Purchase Order(s) that may be awarded as a result of this solicitation process.

- 2.3 No official of UNICEF or of any United Nations System organisation has received from or on behalf of the Bidder, or will be offered by or on behalf of the Bidder, any direct or indirect benefit in connection with this RFP including the award of the LTA and linked Purchase Order(s) to the Bidder. Such direct or indirect benefit includes, but is not limited to, any gifts, favours or hospitality.
- 2.4 The following requirements with regard to former UNICEF officials have been complied with and will be complied with:
- (a) During the one (1) year period after an official has separated from UNICEF, the Bidder may not make a direct or indirect offer of employment to that former UNICEF official if that former UNICEF official was, during the three years prior to separating from UNICEF, involved in any aspect of a UNICEF procurement process in which the Bidder has participated.
  - (b) During the two (2) year period after an official has separated from UNICEF, that former official may not, directly or indirectly on behalf of the Bidder, communicate with UNICEF, or present to UNICEF, about any matters that were within such former official's responsibilities while at UNICEF.
- 2.5 Neither the Bidder nor any of its affiliates, or personnel or directors, is subject to any sanction or temporary suspension imposed by any United Nations System organisation or other international inter-governmental organisation. The Bidder will immediately disclose to UNICEF if it or any of its affiliates, or personnel or directors, becomes subject to any such sanction or temporary suspension. If the Bidder or any of its affiliates, or personnel or directors becomes subject to any such sanction or temporary suspension during the validity of the Proposal, UNICEF will be entitled to invalidate the Proposal.
- 2.6 The Bidder will (a) observe the highest standard of ethics; (b) use its best efforts to protect UNICEF against fraud, in the solicitation process and in the performance of any resulting LTA and linked Purchase Order(s); and (c) comply with the applicable provisions of UNICEF's Policy Prohibiting and Combatting Fraud and Corruption which can be accessed on the UNICEF website at <https://www.unicef.org/supply/resources/procurement-policies>. In particular, the Bidder will not engage, and will ensure that its personnel, agents and sub-contractors do not engage, in any corrupt, fraudulent, coercive, collusive or obstructive conduct as such terms are defined in UNICEF's Policy Prohibiting and Combatting Fraud and Corruption.
- 2.7 The Bidder will comply with all laws, ordinances, rules and regulations bearing upon its participation in this solicitation and the UN Supplier Code of Conduct (available at the United Nations Global Marketplace website - [www.unqm.org](http://www.unqm.org)).
- 2.8 Neither the Bidder nor any of its affiliates, is engaged, directly or indirectly, (a) in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32, or the International Labour Organisation's Convention Concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour, No. 182 (1999); or (b) in the manufacture, sale, distribution, or use of anti-personnel mines or components utilised in the manufacture of anti-personnel mines.
- 2.9 The Bidder has taken and will take all appropriate measures to prevent sexual exploitation or abuse of anyone by its personnel including its employees or any persons engaged by the Bidder to perform any services in the Bidder's participation in this solicitation. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, will constitute the sexual exploitation and abuse of such person. The Bidder has taken and will take all appropriate measures to prohibit its personnel including its employees or other persons engaged by the Bidder, from exchanging any money, goods, services, or other things of value, for sexual favours or activities or from engaging in any sexual activities that are exploitive or degrading to any person.
- 2.10 The Bidder confirms that it has read UNICEF's Policy on Conduct Promoting the Protection and Safeguarding of Children. The Bidder will ensure that its Personnel understand the notification requirements expected of them and will establish and maintain appropriate measures to promote

compliance with such requirements. The Bidder will further cooperate with UNICEF's implementation of this Policy.

- 2.11 The Bidder will inform UNICEF as soon as it becomes aware of any incident or report that is inconsistent with the undertakings and confirmations provided in this Section 2.
- 2.12 Each of the provisions in Section 2 of this Part V constitutes an essential condition of participation in this solicitation process. In the event of a breach of any of these provisions, UNICEF is entitled to disqualify the Bidder from this solicitation process and/or any other solicitation process, and to terminate any LTA and linked Purchase Order(s) that may have been awarded as a result of this solicitation process, immediately upon notice to the Bidder, without any liability for termination charges or any liability of any kind. In addition, the Bidder may be precluded from doing business with UNICEF and any other entity of the United Nations System in the future.

### **3. AUDIT**

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

## PART VII: ANSWER SHEETS

### Answer Sheets / Checklist

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This form serves as a checklist for preparation of your Proposal. Please complete the Answer Sheets in accordance with the instructions in the RFP document and return them as part of your Proposal submission. No alteration to format of sheets shall be permitted.

As indicated in the Part II, Section 4 of the RFP document, the Proposal must include a signed PROPOSAL FORM in original. The ANSWERING SHEETS, apart from the PROPOSAL FORM, can be submitted in MS Word format, if possible.

#### Commercial Proposal

▪ Proposal Form	<input type="checkbox"/>
▪ Proposer Information Sheet	<input type="checkbox"/>
▪ Commercial Proposal Sheet (Quantitative & Qualitative)	<input type="checkbox"/>
▪ Vaccine Registration Status Sheet	<input type="checkbox"/>
▪ Questionnaire on disability-inclusiveness of vendors	<input type="checkbox"/>

#### Technical Proposal

▪ Technical Proposal Sheet	<input type="checkbox"/>
▪ Packing Details Sheet	<input type="checkbox"/>

COMMERCIAL PROPOSAL

PROPOSAL FORM

**Important:** The company identified as Proposer will be the party to which UNICEF will issue its LTA(s)/PO(s) in case of award resulting from this solicitation process.

Name of Proposer:	[INSERT NAME OF PROPOSER]]	Date:	Select date
RFP reference:	RFP-DAN-2022-503423		

The Undersigned, having read the Instructions to bidders of this Request for Proposal and all related documents hereby offers to supply the Goods to meet the overall objectives sought in accordance with any specifications stated, under the conditions and in quantities, at prices and within the number of days as indicated in your Proposal, and subject to all Terms and Conditions set out or specified in this RFP-DAN-2022-503423 and accepting that any Long Term Arrangement(s) resulting from this RFP shall contain the UNICEF General Terms and Conditions and any other terms and conditions specified in this RFP.

*I, the undersigned, certify that I am duly authorized by [INSERT NAME OF PROPOSER]] to sign this Proposal.*

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

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company as per the certificate of incorporation: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Tel No.: \_\_\_\_\_

Email: \_\_\_\_\_

Validity of Offer: \_\_\_\_\_

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

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

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

**Any requested EXCEPTIONS or CLARIFICATIONS to the requirements defined by UNICEF in this Request for Proposal and all related documents, including UNICEF’s General Terms and Conditions are to be described by the Proposer below. Additional pages may be attached. Request for EXCEPTIONS after an AWARD has been made may result in invalidation of the Proposal:**

*[Stamp with official stamp of the proposer]*

**PROPOSER INFORMATION SHEET**

<p>Are you a UNGM registered vendor?</p>	<p><input type="checkbox"/> Yes [insert UGNM vendor number] <input type="checkbox"/> No*</p> <p>*If your company has not yet registered through the UNGM, please submit an application through the UNGM website at <a href="http://www.ungm.org/Account/Registration">http://www.ungm.org/Account/Registration</a></p> <p>Please note that while Basic level registration is sufficient for evaluation purposes, bidders are highly encouraged to register at least at Level 1.</p>
<p>Are you a UNICEF vendor?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Have you provided audited financial statements to UNICEF in the past 12 months</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No*</p> <p>* If not, please proceed as per Part II, Section 1.2 of this Request for Proposal.</p>

## COMMERCIAL PROPOSAL SHEET

### A. Quantitative Proposal

Name of Proposer:	[Insert Name of Proposer]]	Date:	Select date
RFP reference:	<b>RFP-DAN-2022-503423</b>		

#### DTwP-HepB-Hib – 1 dose vial size

Quantities per year in vials and doses:  
 2023: Up to 41,190,000 doses/vials  
 2024: Up to 38,970,000 doses/vials  
 2025: Up to 31,710,000 doses/vials  
 2026: Up to 22,590,000 doses/vials  
 2027: Up to 18,590,000 doses/vials

The forecast represents the estimated needs for routine vaccination and supplementary immunisation activities in countries.

Period	Quantity offered (doses)	Quantity offered (vials)	Price in USD*/vial, FCA	Price in EUR*/vial FCA [Insert nearest International Airport]]	Conditions/ Discounts**	Total Amount (USD)
2023						
2024						
2025						
2026						
2027						

**DTwP-HepB-Hib – 10 dose vial size**

Quantities per year in vials and doses:

- 2023: Up to 96,870,000 doses/9,687,00 vials
- 2024: Up to 99,300,000 doses/9,930,000 vials
- 2025: Up to 98,560,000 doses/9,856,000 vials
- 2026: Up to 95,790,000 doses/9,579,000 vials
- 2027: Up to 88,270,000 doses/8,827,000 vials

The forecast represents the estimated needs for routine vaccination and supplementary immunisation activities in countries.

Period	Quantity offered (doses)	Quantity offered (vials)	Price in JSD*/vial, FCA [Insert nearest International Airport]]	Price in EUR*/vial FCA [Insert nearest International Airport]]	Conditions/ Discounts**	Total Amount (USD)
2023						
2024						
2025						
2026						
2027						

**DTwP– 10 dose vial size**

Quantities per year in vials and doses:

- 2023: Up to 7,500,000 doses/750,000 vials
- 2024: Up to 7,540,000 doses/754,000 vials
- 2025: Up to 7,560,000 doses/756,000 vials
- 2026: Up to 7,590,000 doses/759,000 vials
- 2027: Up to 7,620,000 doses/762,000 vials

The forecast represents the estimated needs for routine vaccination and supplementary immunisation activities in countries.

Period	Quantity offered (doses)	Quantity offered (vials)	Price in JSD*/vial, FCA [Insert nearest International Airport]]	Price in EUR*/vial FCA [Insert nearest International Airport]]	Conditions/ Discounts**	Total Amount (USD)
2023						
2024						
2025						
2026						
2027						

**DTwP-HepB-IPV-Hib – 10 dose vial size**

Quantities per year in vials and doses:

- 2023: Up to 1,000,000 doses/100,000 vials
- 2024: Up to 7,200,000 doses/720,000 vials
- 2025: Up to 25,500,000 doses/2,550,000 vials
- 2026: Up to 58,500,000 doses/5,850,000 vials
- 2027: Up to 88,500,000 doses/8,850,000 vials

The forecast represents the estimated needs for routine vaccination and supplementary immunisation activities in countries.

Period	Quantity offered (doses)	Quantity offered (vials)	Price in JSD*/vial, FCA [[Insert nearest International Airport]]	Price in EUR*/vial FCA [[Insert nearest International Airport]]	Conditions/ Discounts**	Total Amount (USD)
2023						
2024						
2025						
2026						
2027						

**DTwP-HepB-IPV-Hib – Other presentations (indicate presentation here)**

Quantities per year in vials and doses:

- 2023: Up to 1,000,000 doses
- 2024: Up to 7,200,000 doses
- 2025: Up to 25,500,000 doses
- 2026: Up to 58,500,000 doses
- 2027: Up to 88,500,000 doses

The forecast represents the estimated needs for routine vaccination and supplementary immunisation activities in countries.

Period	Quantity offered (doses)	Quantity offered (vials)	Price in JSD*/vial, FCA [Insert nearest International Airport]]	Price in EUR*/vial FCA [Insert nearest International Airport]]	Conditions/ Discounts**	Total Amount (USD)
2023						
2024						
2025						
2026						
2027						

**ALTERNATIVE PROPOSAL**

Please use this Alternative Proposals sheet - as many as necessary - to provide proposals for alternative existing or future product presentations. The information should include all features of the offered vaccine, including a separate Shipping and packing information sheet, and highlight where the products differ from the current products.

Vaccine:  
Description:  
Vial size:

Quantities per year in vials and doses:

Period	Quantity offered (doses)	Quantity offered (vials)	Price in JSD*/vial, FCA [[Insert nearest International Airport]]	Price in EUR*/vial FCA [[Insert nearest International Airport]]	Conditions/ Discounts**	Total Amount (USD)
2023						
2024						
2025						
2026						
2027						

\* Offers can be in USD only (in which case only the USD column needs to be completed). If offer is provided in EURO please ensure that both USD & EURO prices are given. Please refer to Part III, Section 6.2, CURRENCY OF PROPOSALS for further information. Offers expressed only in EURO will be invalidated.

\*\* Please indicate in the column “conditions/discounts” with check mark if there are any conditions/discounts associated with the price offered in your Proposal. Please outline the details of the conditions/discounts below (Please refer to Part III, Section 6.8).

## B. Qualitative Proposal

If you are bidding for more than one vaccine, please specify your response for each of the vaccines you are offering where relevant.

<b>Experience and past performance. Account management.</b>	
1	Demonstrate proven experience and qualification in development, supply and delivery of vaccines and/or biologicals, including the offered product(s). Advise number of years of experience in production and delivery of the offered product. <i>(Part III, Section 1)</i> <u>Bidders response:</u>
2	For bidders with less than 3 years of experience as a vaccine supplier to UNICEF, please provide a full customer reference list, delivery report and delivery performance report for the minimum period of the past 3 years. Advise of the reasons for delays in deliveries and frequency, as well as measures taken to resolve the delays. Please also advise the total annual quantities supplied to other customers. <i>(Part III, Section 1)</i> Bidders should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNICEF. <u>Bidders response:</u>
3	Provide organizational charts and names of the responsible persons within each following department: Production, Quality Assurance, Governmental Affairs, Shipping/Logistics, Sales and Marketing, specifying the name(s) of the person(s) who will be the primary contact for UNICEF. <i>(Part III, Section 3)</i> <u>Bidders response:</u>
<b>Pricing</b>	
4	Given that UNICEF has requested prices that are affordable to the poorest country governments and donors please indicate factors influencing your price setting. Please also provide explanation of any price increase over previous years' pricing (if applicable). <i>(Part III, Section 6)</i> . <u>Bidders response:</u>
<b>Volumes offered, timelines</b>	
5	Proposed Quantity: Explain the key determinants for the proposed quantity to be available during the proposed timeframe, as well as any key risks. <u>Bidders response:</u>
6	Delivery preparation lead time (administration of UNICEF's Purchase Order, packing, markings etc.) for any order within above mentioned schedule, in number of days <i>(Part III, Section 7)</i> : <u>Bidders response:</u>
7	Please include in your Proposal timelines for bulk production (from start of the production process until bulk is ready for formulation and filling) and timelines for formulation, filling, labelling, and having the product released both internally and by the relevant NRA. If the vaccine bulk is not produced by the Proposer, please advise of source of bulk, and evidence of contractual access to bulk  Bulk production: Formulation: Filling: Labelling and Internal release process: NRA release:
8	Please provide information on your medium and long-term plans for production of the vaccine(s) being offered, or of vaccines that may be offered in the future, including overview of business factors affecting the decision to produce the vaccine at the quantities offered to UNICEF. <i>(Part III, Section 2)</i> <u>Bidders response:</u>

9	<p>Please advise whether the production of any of the vaccines offered affects the production, or potential production, of another vaccine being offered or supplied by your company. If yes, please advise which vaccines. In addition, please indicate whether facilities for bulk production and fill and finish are dedicated, multipurpose and/or shared facilities.</p> <p><u>Bidders response:</u></p>
10	<p>Please advise if the company will be able to supply quantities above the forecast and indicate the lead times for each product offered as part of your Proposal, for quantities above forecast.</p>
<b>Other</b>	
11	<p>Storage of vaccines shall be under controlled environmental conditions to facilitate the conservation of the vaccines. Vaccines will be kept at the manufacturers' premises until these are either supplied through UNICEF Purchase Order(s) or reach expiry date. Please confirm that your company will bear the responsibility and cost of destruction should the vaccines, by any event, reach expiry date when stored at your warehouse.</p> <p><u>Bidders response:</u></p>
12	<p>Please confirm willingness to provide additional documentation when requested by countries.</p> <p><u>Bidders response:</u></p>
13	<p>Please provide information on the vaccines your company has in the R&amp;D pipeline, current development status, critical decision points, timelines up to anticipated NRA licensure and WHO pre-qualification and target markets.</p> <p><u>Bidders response:</u></p>

**MONTHLY OFFERED QUANTITIES (DOSES)**

For bidders offering more than one product and/or presentation, please complete the required column and add additional columns for other presentations offered.

<b>Doses offered per month, quarter and totals per year</b>					
	DTwP-HepB-HiB, 1 dose	DTwP-HepB-HiB, 10 dose	DTwP, 10 dose	DTwP-HepB-IPV-HiB10 dose	DTwP-HepB-IPV-HiB (indicate presentation)
January 2023					
February 2023					
March 2023					
April 2023					
May 2023					
June 2023					
July 2023					
August 2023					
September 2023					
October 2023					
November 2023					
December 2023					
<b>Total 2023</b>					
Q1 2024					
Q2 2024					
Q3 2024					
Q4 2024					
<b>Total 2024</b>					
Q1 2025					
Q2 2025					
Q3 2025					
Q4 2025					
<b>Total 2025</b>					
<b>Total 2026</b>					
<b>Total 2027</b>					



### Questionnaire on disability-inclusiveness of vendors

UNICEF is committed to implement the United Nations Disability Inclusion Strategy (UNDIS). As part of the implementation of the UNDIS, UNICEF promotes purchasing from disability-inclusive vendors and encourages its vendors to be inclusive of persons with disabilities.

A disability-inclusive vendor is a vendor which makes a dedicated, consistent, and measurable effort to implement disability-inclusive practices. Vendors can show that they are disability-inclusive through a variety of means such as, for instance, having an organizational policy on disability inclusion, recruiting and hiring people with disabilities, offering reasonable accommodation to candidates and personnel with disabilities, providing accessible premises, ensuring that their supply chains are disability-inclusive, or manufacturing accessible products following Universal Design principles.

UNICEF is interested in the efforts made by its vendors towards including persons with disabilities and would like to collect information about such initiatives. Vendors who wish to do business with UNICEF must complete this questionnaire on disability-inclusiveness. It is important to note that the answers provided will not preclude a vendor from participating in UNICEF’s business, i.e. the **provided answers will not be factored in the final evaluation for making the award decision.**

Questionnaire	
1	Do you have a general disability-inclusion policy? If yes, please provide details. <u>Bidders response:</u>
2	Do you have a policy that promotes the employment of persons with disabilities (this does not need to be specific and could be part of the general human resources policy)? If yes, please provide details. <u>Bidders response:</u>
3	Do you employ persons with disabilities? If yes, please provide details. <u>Bidders response:</u>
4	Do you have a policy that foresees the provision of reasonable adjustments to persons with disabilities (e.g. applicants, employees, suppliers, visitors) who so require? If yes, please provide details such as, for instance, a registry of requests for adjustments made and their status. <u>Bidders response:</u>
5	Do you require your suppliers to be disability-inclusive? If yes, please provide details such as a respective policy or written agreements you may have. <u>Bidders response:</u>
6	Do you engage or consult persons with disabilities in the development of your products or services? If yes, how? <u>Bidders response:</u>

## TECHNICAL PROPOSAL SHEET

Bidders are requested to submit one technical proposal form for each vaccine product/presentation offered:

Name of Proposer:	[Insert Name of Proposer]]	Date:	Select date
RFP reference:	<b>RFP-DAN-2022-503423</b>		
Vaccine description			
Qty offered, in doses and vials:	2023: doses/vials 2024: doses/vials 2025: doses/vials 2026: doses/vials 2027: doses/vials		
WHO pre-qualified product	<input type="checkbox"/> Yes <input type="checkbox"/> No* *If no, please include information requested as per Section IV, 15: Proposals of Vaccines not yet WHO Pre-Qualified.		
Language on label/package insert	Label: Package insert:		
Samples	<input type="checkbox"/> Yes If samples provided are different from those submitted to WHO for pre-qualification, the differences should be explained:  <input type="checkbox"/> No Please provide justification as per Section 3.5 of Part II:		
Vaccine Vials Monitor (VVM)	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which type: If no, please indicate feasibility to include VVM in the future, including timeline:		

<p>Bar codes</p>	<p>At secondary packing level, in accordance with Annex B: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>At tertiary packing level, in accordance with Annex B: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please advice type of barcode which is included (i.e. GSCC barcode, 2D Data Matrix barcode) and at which level of packing:</p> <p>Please provide information on bar code inclusion on secondary and tertiary packing level for diluents or adjuvants:</p> <p><u>For UNICEF's information only, but not part of evaluation:</u>          Serialisation: Please advise if serialisation is already implemented and if not, whether you are working towards including serialisation, including the timeline for implementation.</p> <p><i>Note:</i> Serialisation is not required however, specifications for such are also included as part of Annex B.</p>
<p>Continuous quality assurance</p>	<p>In the past, how has your company been able to maintain the quality level for the supplied products? If your company has faced quality problems, please provide frequency and explanations as well as measures taken for improvement.</p>
<p>Total annual production capacity</p>	<p>Bulk:</p> <p>Final filled product for the offered vaccine:</p> <p>Source of bulk:</p> <p>Source of fill and finish:</p> <p>If you are not bulk producer, or you do not perform the fill and finish for the product offered, please include evidence of contractual access to bulk/fill and finish capacity.</p>
<p>Batch size</p>	<p>Please provide minimum and maximum batch size for bulk production.</p> <p><u>Bidders response:</u></p> <p>Please provide minimum and maximum batch size (throughput) for fill and finish.</p> <p><u>Bidders response:</u></p>
<p>Storage capacity</p>	<p>Please indicate cold storage capacity for bulk and finished product, indicating the maximum storage capacity in number of doses at any time.</p> <p>Bulk:</p> <p>Finished product:</p>
<p>Capacity Expansion</p>	<p>In case of plans to scale-up production, please provide information on:</p> <ol style="list-style-type: none"> <li>Milestones and timelines related to any scale up in production capacity, including if required, any new facilities</li> <li>Milestones and timelines for anticipated approval by the NRA</li> <li>Timelines for WHO approval as applicable</li> <li>Expected timeline for release and availability to UNICEF of first product from new capacity</li> </ol> <p><u>Bidders response:</u></p>

Shelf life	<p>Remaining minimum shelf life at the time of shipment:</p> <p>Total shelf life of the vaccine offered:</p> <p>Please provide information on any plans to increase the current total shelf life of the vaccine including the timelines related to anticipated approval by the NRA and WHO, as applicable.</p>
Vaccination schedule:	<u>Bidders response:</u>
Country of Origin:	<u>Bidders response:</u>
National Regulatory Authority (NRA) of record:	<u>Bidders response:</u>
Variations/changes to licensure and WHO prequalification dossier	<p>Are there any variations currently pending for review and approval by:</p> <p>NRA of record <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>WHO PQT <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If you answered “yes” to any of the above, please provide information on the nature of the variation, what is the anticipated timeline for endorsement and whether the variation will require updates for licensure by NRAs in other countries.</p> <p><u>Bidders response:</u></p>

## PACKING DETAILS SHEET

Bidders are requested to provide UNICEF with packing details for each vaccine product offered using this form:

Vaccine description		
Type of coolant	<input type="checkbox"/> Ice packs <input type="checkbox"/> Dry Ice* <p>*If the vaccine is packed using dry ice, please advise of any plans to change to packing with ice packs. Also, please advise of any effect this would have on quantity, weight and dimension.</p>	
Type of time temperature monitoring device		
<b>PACKING</b>		
<b>Standard EXPORT Packing Dimensions and Weight</b>	Vaccine	Diluent
Total no. of Doses per EXPORT Packing		
Total no. of Vials per EXPORT Packing		
Dimensions: Length Width Height		
Gross Weight		
Net Weight		
Number of inner cartons per EXPORT Packing		
<b>Standard INNER CARTON Packing Dimensions and Weight</b>	Vaccine	Diluent
Total no. of Doses per INNER carton		
Total no. of Vials per INNER carton		
Dimensions: Length Width Height		
Gross Weight		
Net Weight		