

QUESTIONS AND ANSWERS

Request for Proposal: Hosting of the UHC2030 Civil Society Engagement Mechanism (CSEM)

Q1: On page 9 of the RFP, under section 3.2.4, WHO mentioned that the NGO will provide an effective office working space for the secretariat. Could you please confirm if the office location must be in Geneva, Switzerland or can be elsewhere in the United States, such as Washington DC or New York City?

A: The hosting services will be provided in the premises of the hosting organization but staff can be working remotely if necessary. During the contract period, the CSEM Secretariat staff shall envisage two trips per year to Geneva to attend the UHC2030 Steering Committee meetings and probably combined with discussions with the CSO delegations and other relevant organizations for the preparatory works. The proposals should thus include a travel budget estimate for these travel costs.

Q2: On page 17, section 4.15.7 Financial Proposal, item #6 refers to Administration, management and handling fee of hosting organization. Could WHO confirm if there is a ceiling percentage allowed for the NGO?

WHO is not in a position to respond to the question as no clarification can be given regards the available budget.

Q3: Can WHO confirm the type of award they plan to issue? Would this be a cost reimbursable contract or a firm fixed price contract?

A: The contract will be issued for maximum amount. The winning supplier will be required to report on the budget they submit by completing a financial statement form that they will receive with their APW contract.

Q4: The structure called for on p. 8 of the UHC logo RFP is different than the proposal structure listed on the WHO RFP p. 15-16. Which structure is required, please clarify.

A: The structure of the proposal required is described on pages 15-16 of the WHO RFP document.

Q5: Section 4.9 in the WHO RFP (p.14) and p. 5 section of UHC RFP have conflicting submission requirements with one stating 4 hard copies only and the other to be submitted by email.

A: Only hard copies are acceptable as official bid entries. Under no circumstances shall offers be submitted to WHO by E-mail.

Q6: Can WHO also clarify what is supposed to be in the 15 pages and what can be Annexed as the information in 4.15 including financial methodology, information about bidders and acceptance forms will be difficult to provide with in 15 pages and if the 15 pages only applies to the Approach Methodology section in 4.15.5.

A: Information about bidders (Ref. 4.15.3) be taken out of the number of pages of the proposals itself. It should in any case be the case for Annexes 2, 3, 5 and 6.