

REQUEST FOR PROPOSAL
UNITED NATIONS CHILDREN'S FUND (UNICEF)

Wishes to receive proposals for

Safe Injection Equipment (SIE)

FOR DELIVERY DURING THE PERIOD OF Q2 2024 - 2025

RFP-DAN-2023-503628

31st October 2023

ELECTRONICAL PROPOSALS must be received at the following address up to **23:59 hours** (CET time zone) on **22nd November 2023** (<http://www.timeanddate.com/worldclock/>).

UNITED NATIONS CHILDREN'S FUND (UNICEF)

Attention: Bid SECTION - RFP-DAN-2023-503628
Oceanvej 10-12
2150 Nordhavn
Denmark
Email: supplybid@unicef.org

PROPOSALS RECEIVED IN ANY OTHER MANNER WILL BE INVALIDATED

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1. INSTRUCTIONS TO PROPOSERS

1.1 PROPOSAL RESPONSE FORMAT

Proposers are required to structure their submissions in accordance with the instructions below.

- 1.1.1 Proposers are required to submit their offers using the Response Templates provided for the standard requested information fields under the relevant section of the Response Templates (Annex D: Technical Proposal Response Template and Annex E: Commercial Proposal Response template).
- 1.1.2 Additional documentation or information may be submitted by the proposer in response to the requirements of this RFP in Section 16 of Annex D for technical information or Section 14 of Annex E for commercial information.
- 1.1.3 Proposals are required to be submitted using scanned signed pdf copies as well as soft copies (electronic copies of the files in excel). The scanned signed copies will be considered the formal bid submission. If there are any variances between the scanned signed copies and the electronic copies, the information included in the scanned signed copies will be considered the formal bid submission.
- 1.1.4 All requested information outlined in this solicitation document must be provided by the proposer. Failure to provide all requested information may result in the proposal being invalidated.

The intention behind this structured submission format is to increase the efficiency of the evaluation process.

1.2 MARKING AND RETURNING PROPOSALS

- 1.2.1 Proposals shall be submitted in the manner indicated in the cover page of this document.
- 1.2.2 Proposals must be clearly marked with the RFP number.
- 1.2.3 Proposers should note that Proposals received in the following manners will be invalidated:
 - a) sent to the incorrect e-mail;
 - b) received after the stipulated closing time and date;
 - c) failure to quote in the currency (ies) stated in the RFP;
 - d) received in a different form than prescribed in the RFP.
- 1.3 **TECHNICAL PROPOSAL:** The Technical requested information is to be structured in accordance with the guidance and templates provided in Annex D. The Technical Proposal should address the criteria and requirements outlined in this RFP, paying particular attention to annexes A, B & C and its evaluation criteria. It is important to note that UNICEF actively welcomes innovative proposals and original solutions to the stated goods needed.
- 1.4 **COMMERCIAL PROPOSAL:** The commercial requested information is to be structured in accordance with the guidance and templates provided in Annex E. The Commercial Proposal should address the criteria and requirements outlined in this RFP, paying particular attention to annexes A, F & G and the evaluation criteria.

1.5 E-MAILED PROPOSALS (Electronic submission of Proposals)

- 1.5.1 All e-mailed Proposals must be submitted electronically to **supplybid@unicef.org**, the ONLY ACCEPTABLE E-MAIL ADDRESS for receipt of Proposals. No other recipient should be "Cc" or "Bcc" in the e-mail submission. **There is no need to send the hard copies of the same through courier.**
- 1.5.2 Proposals can be sent in batches not to exceed UNICEF's e-mail size quota of twenty-five **(25) megabytes** per e-mail.
- 1.5.3 All e-mail communication in relation to the Proposal must clearly indicate the reference RFP number followed by the company name (e.g. RFP-DAN-2023-503628 - Company Name) in the "Subject" line of the e-mail. To facilitate the bid opening proposers are also requested to include the total number of emails in the subject line (e.g. email 1 of 3, email 2 of 3 etc.).
- 1.5.4 Email links (e.g. to documents to be downloaded from cloud-based folders) are not acceptable unless otherwise specifically requested. Proposals submitted as a link or through a link will be invalidated.
- 1.5.5 Technical Proposal and Commercial Proposal must be sent as separate files and clearly indicated in the file name; e.g. 503628 Technical Proposal.pdf; 503628 Commercial Proposal.pdf. **No commercial information should be provided in the Technical Proposal.**
- 1.5.6 Upon receipt of the Proposal submission, an "acknowledge receipt" will be generated automatically and sent to the sender's e-mail address. The notification serves as the only proof of receipt from UNICEF. If more than one e-mail is submitted, the automatic acknowledgement reply message will be sent out only to the first e-mail message.

1.6 OPENING OF PROPOSALS

- 1.6.1 Proposals received prior to the stated closing time and date will be kept unopened. Proposals will be opened at the date and time specified in the RFP documents, and no Proposals received after the stated closing date will be considered.
- 1.6.2 UNICEF will accept no responsibility for the premature opening of a Proposal which is not properly addressed or identified.

1.7 UNGM REGISTRATION

- 1.7.1 UNICEF is part of the United Nations Global Marketplace (UNGM). Accordingly, all proposers are requested to become a UNICEF vendor by creating a vendor profile and submitting their national incorporation license/certificate at the Level 1 stage of vendor registration process in the UNGM website: www.ungm.org.
- 1.7.2 Please note that **UNGM registration**, including provision of national incorporation license/certificate, should be submitted as soon as possible and is a **mandatory requirement for any eventual award**.

1.8 DECLARATION

- 1.8.1 All proposers interested in doing business with UNICEF must respond to all the points

requested in Section 14 – Declaration Form of the Commercial Proposal Response Template (Annex E). By signing this Declaration Form, the proposers agree that their company and its management have not been the subject of a final judgment or of a final administrative decision for any of the exclusion criteria outlined in the form.

1.8.2 Please note that this is a **mandatory requirement for any eventual award**.

1.9 AWARD NOTIFICATION

1.9.1 Notification of the outcome on an RFP with an estimated value over USD 100,000 advising product, awarded supplier and total value of award is published on a monthly basis on the following site: http://www.unicef.org/supply/index_27009.html.

2. SPECIFIC TERMS AND CONDITIONS

2.1 PURPOSE OF THIS REQUEST FOR PROPOSAL

The purpose of this Request for proposal is to establish Long Term Arrangements (LTAs) for the supply of Safe Injection Equipment (SIE) to be procured through UNICEF for the period from Q2 of year 2024 to the end of year 2025.

The range of products to be included under this procurement strategy are Auto-Disable (AD) Syringes including the option to offer with SIP feature, Sharps Safety Boxes (SB), Re-Use Prevention (RUP) Syringes including the option to offer with SIP feature, Disposable Syringes, Insulin Syringes, Needles, Cannulas, Spinal Needles, Scalp vein sets and three-way (luer) valves. The products are all considered strategic due to their role in immunization and in support of emergency response activities.

The consolidation of these commodity groups under one tender is based upon (i) their interdependent usage in both immunization and curative settings (as part of emergency response health kits) to support safe injection and waste management; (ii) providing the opportunity to make bundled awards across the product range enabling delivery and transactional efficiencies; (iii) offered product range from industry and (iv) providing efficiency gains through reducing the number of individual tenders undertaken.

UNICEF is opening up to alternative offers to encourage industry to seek innovative solutions to address programme challenges and support UNICEF's procurement objectives, making use of their comparative advantage or providing proposals that address price drivers within their costing structure to make proposers proposals more competitive through alternative contracting terms, if agreeable to UNICEF.

UNICEF will work with selected manufacturers to establish supply arrangements that best meet the requirements of both parties for ensuring that the demand of countries and the objectives of the procurement strategy are fulfilled, and that progress is made towards the Supply Target. These arrangements will provide the basis upon which Purchase Orders are made for specific SIE deliveries throughout the period.

In this tender, we are soliciting proposals for SIE supply for 21 months over the period of Q2 2024 - 2025.

It is **highly important** that proposers read carefully through Annex **F - Background Information** and familiarize themselves with the tender objectives and role of UNICEF in procuring these products before submission of their offers.

2.2 BACKGROUND

Information on UNICEF's role in SIE procurement, the Objectives of this Tender and the associated Supply Target are provided in Annex F of this RFP and was presented at the Industry Briefing (Webinar) held on the 25th of October 2023.

2.3 TENDER QUANTITIES INCLUDED IN RFP-DAN-2023-503628

The Tender Quantities included in this RFP are provided in Annex A – Tender Products and Quantities. These quantities indicate the intended volumes of awards to be made as an outcome of this tender activity.

The tender Item Numbers referenced for the individual products in Annex A are to be used to reference the individual product proposal submissions.

Due to the uncertainty of the Kits demand (items 130 - 400 in Annex A), the forecast quantities per year will be combined into a total demand for the 21-month period and are indicative figures only and likely to change. The resultant LTAs for these products will be time bound, not value bound.

Proposers are required to keep a rolling buffer / safety stock of AD syringes, RUP syringes and Safety boxes as described in detail in Section 2.8.5 – Rolling Buffer Stock of this Solicitation Document.

UNICEF is not in support of vendors acting in a way that leads to undue profiteering from humanitarian needs.

2.4 ALTERNATIVE PROPOSALS

In addition to providing offers for the specific items listed in the RFP, Proposers are invited to offer alternative proposals and terms in response to this RFP. The objective of opening up for alternative proposals is to encourage industry to seek innovative solutions to support the achievement of UNICEF's objectives of this tender.

For alternative proposals, proposers must provide offers under the standard terms and conditions for the individual item(s) included under the alternative proposal(s) for the alternative proposal(s) to be considered for evaluation. A blank offer sheet is provided for this purpose in Annex E, Section 4 and can be submitted in several copies if multiple alternatives will be offered.

Any Alternative proposal(s) should be offered under the U material number U481800 reference.

Proposers are requested to submit any proposal for Re-Use Prevention (RUP) Syringes with SIP feature under the Alternative proposal modality.

2.4.1 BUNDLED PRODUCTS

To meet country demand for a range of SIE, UNICEF encourages proposals for bundled products of SIE to enable delivery efficiency.

The main bundling combinations of SIE relate to (i) 0.5ml AD syringes with Safety Boxes and (ii) 0.5ml AD syringes with 5ml RUP Reconstitution syringes and Safety Boxes. There are also additional opportunities for bundling of (iii) 0.05ml AD syringes and 2ml RUP Reconstitution syringes; and (iv) the full range of immunization related syringes. Any awards for bundled product quantities will be deducted from the overall tender quantities listed for the individual products.

Any Bundled proposal(s) should be offered under the U material number U481800, referencing and listing the combination of individual products included under the bundled offer, using the related item number(s) within the tender for reference.

2.4.2 MINIMUM QUANTITY GUARANTEES AND FIRM CONTRACTING

Alternative proposals conditional upon firm UNICEF commitment to defined quantities will be evaluated against their utility in reaching the specific objectives of the tender. Any firm UNICEF commitment would be subject to funding availability as well as other agreed upon conditions, including reciprocity clauses.

2.5 SOLICITATION; LONG TERM ARRANGEMENT

UNICEF wishes to enter into (a) non-exclusive Long-Term Arrangement(s) ("LTA-G") for the procurement of the following items with the specifications outlined in the schedules contained in this Solicitation Document, as required from time to time during the term of the LTA-G. It will be a provision of such Arrangement(s), that UNICEF will not be committed to purchase any minimum quantity of these items. UNICEF shall not be liable for any cost in the event that no purchases are made under any resulting LTA-G(s).

2.5.1 TARGET VALUE AND TIME BOUND LTAS

It is the intention of UNICEF to issue:

- (i) Target Value LTAs for Routine Immunization related products, AD syringes and Safety Boxes (items 10, 20, 30, 40) to enable proposers to submit proposals leveraging their comparative advantage to better meet the objectives of the tender;
- (ii) Time Bound LTAs for routine immunization dose volumes AD syringes with the SIP feature (items 11, 21, 31) given there is no programmatic guidance in the use of this syringe type, for C19 related dose volumes of AD syringes (items 50, 51, 70, 71, 80, 81), given the unpredictability in demand and for AD 1ml syringes (items 60, 61). Any quantity of the AD syringes with SIP feature procured under the Time Bound LTAs will be considered against the target quantity under the Target Value LTAs established with the same supplier for the equivalent AD syringe without SIP feature;
- (iii) Time bound LTAs covering the immunization demand for the associated RUP syringes used for the reconstitution of vaccines and for kits (items 90 – 120). These Time bound LTAs will be influenced by the Target Value awards made for items 10 – 40 to make provisions for opportunities to bundle deliveries. Awards for RUP syringes will not be limited to those suppliers receiving awards for AD syringes; and
- (iv) Time bound LTAs for the Disposable syringes, Needles, Insulin Syringes, Cannula's,

Spinal needles, Scalp vein needles and Three-way valves for kit packing (items 130 – 400) based on the low volumes and value and highly variable demand levels (driven by Health kit demand).

The Target Value LTAs are valid for a fixed period and with a maximum target amount. A Target Value LTA expires when either the target amount or the expiry date is reached, whichever comes first. This type of LTA is implemented if the forecasted demand is sufficiently accurate and can be relied upon to indicate to a supplier the projected amount of business.

The Time Bound LTAs are valid for a fixed period. A Time Bound LTA expires when the expiry date is reached, regardless of the total volume of procurement. This type of LTA is implemented when the forecasted demand and/or historical data are unreliable to warrant the establishment of a Target Value LTA.

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

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

2.5.4 This Solicitation Document is comprised of the following:

- This document (RFP-DAN-2023-503628)
- Annex A – Tender products and quantities
- Annex B – Technical specifications
- Annex C – UNICEF Technical requirements for Medical Devices
- Annex D – Technical Proposal Response Template
- Annex E – Commercial Proposal Response Template
- Annex F – Background Information Document
- Annex G – The UNICEF General Terms and Conditions of Contract (Goods)

2.5.5 This Solicitation Document is an invitation to treat and shall not be construed as an offer capable of being accepted or as creating any contractual, other legal or institutional rights. No binding contract, including a process contract or other understanding or arrangement, will exist between the Proposer and UNICEF and nothing in or in connection with this Solicitation Document shall give rise to any liability on the part of UNICEF unless and until an LTA-G and linked Purchase Order is signed by UNICEF and the successful Proposer.

2.5.6 The proposed LTA-G shall be valid for a period of 21 months covering the period from Q2 of year 2024 to the end of year 2025. Should there be a programmatic need, UNICEF in agreement with awarded suppliers, may bring forward the start date of deliveries prior to Q2 2024.

2.6 PROPOSAL SUBMISSION PROCESS

2.6.1 PROPOSAL SUBMISSION SCHEDULE

2.6.1.1 Acknowledgement of receipt of Solicitation Document. Proposers are requested to inform UNICEF as soon as possible by E-MAIL to sietender@unicef.org that they have received this Solicitation Document including all referenced Annexes (A- G).

IMPORTANT: PROPOSALS ARE NOT TO BE SENT TO THE EMAIL ADDRESS STATED ABOVE – ANY PROPOSALS SENT TO THE ABOVE-EMAIL ADDRESS WILL BE DISQUALIFIED.

2.6.1.2 Questions from Proposers. Proposers are required to submit any questions in respect of this Solicitation Document by E-MAIL to sietender@unicef.org. The deadline for receipt of any questions is by **23:59 hours CET time zone (<http://www.timeanddate.com/worldclock/>) 15th of November 2023.**

IMPORTANT: PROPOSALS ARE NOT TO BE SENT TO THE EMAIL ADDRESS STATED ABOVE – ANY PROPOSALS SENT TO THE ABOVE EMAIL ADDRESS WILL BE DISQUALIFIED.

Proposers are required to keep all questions as clear and concise as possible.

Proposers are also expected to immediately notify UNICEF in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies or other faults in any part of the Solicitation Document, providing full details. Proposers will not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.

UNICEF will compile the questions received. UNICEF may, at its discretion, at once copy any anonymized question and its reply to all other invited Proposers and/or post these on the UNICEF website.

2.6.1.3 Amendments to Solicitation Document. 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 Proposer, modify the Solicitation Document by amendment. If the Solicitation Document was available publicly online, amendments will also be posted publicly online. Further, all prospective Proposers that have received the Solicitation Document directly from UNICEF will be notified in writing of all amendments to the Solicitation Document. In order to afford prospective Proposers reasonable time in which to take the amendment into account in preparing their Proposals, UNICEF may, at its sole discretion, extend the Submission Deadline.

2.6.1.4 Submission Deadline.

The deadline for submission of Proposals is as follows:

23:59 hours CET time zone on 22nd of November 2023

(<http://www.timeanddate.com/worldclock/>)

Any Proposals received by UNICEF after the Submission Deadline will be rejected. In order to avoid last minute internet congestion bidders are recommended to send their bid as early as possible before the deadline.

2.6.1.5 Proposal opening. Due to the nature of this Request for Proposals, there will be no public opening of Proposals.

2.6.2 LANGUAGE

The Proposal prepared by the Proposer and all correspondence and documents relating to the Proposal exchanged by the Proposer and UNICEF, will be written in English. Supporting documents and printed literature furnished by the Proposer may be in another language

provided that they are accompanied by an appropriate translation in English. When interpreting the Proposal, the translated version of these supporting documents and printed literature will prevail over the original version of these documents. The sole responsibility for translation, including the accuracy of the translation will rest with the Proposer.

2.6.3 VALIDITY OF PROPOSALS; MODIFICATION AND CLARIFICATIONS; WITHDRAWAL

2.6.3.1 Validity Period. Proposers must indicate the validity period of their Proposal. Proposals should be valid for a period of not less than one hundred and fifty (150) days after the Submission Deadline. A Proposal valid for a shorter period of time shall not be further considered. UNICEF may request the Proposer to extend the validity period. The Proposal of Proposers who decline to extend the validity of their Proposal shall become disqualified as no longer valid.

2.6.3.2 Other Changes. All changes to a Proposal must be received by UNICEF prior to the Submission Deadline. The Proposer must clearly indicate that the revised Proposal is a modification and supersedes the earlier version of their Proposal and state the changes from the original Proposal.

2.6.3.3 Withdrawal of Proposal. A Proposal may be withdrawn by the Proposer on e-mailed, faxed or written request received by UNICEF from the Proposer prior to the Submission Deadline. Negligence on the part of the Proposer confers no right for the withdrawal of the Proposal after it has been opened.

Modifications to and possible withdrawals of proposals must only be sent to the bid Sections at supplybid@unicef.org.

2.6.3.4 Clarifications Requested by UNICEF. During the evaluation of Proposals, UNICEF may, in its sole discretion, seek clarifications from any Proposer in order for UNICEF to fully understand the Proposer'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 Proposer. During this clarification process, no change in the price or substance of the Proposal will be sought, offered or permitted, except as required in order to allow for correction of arithmetical errors discovered by UNICEF.

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

2.6.4 ELIGIBILITY; PROPOSER INFORMATION

2.6.4.1 Proposer. The term "Proposer" refers to those companies that submit a Proposal pursuant to this Solicitation Document and "Proposal" refers to all the documents provided by the Proposer in its response to this Solicitation Document. A Proposer will only be eligible for consideration if it complies with the representations set out in clause 2.9 of this Solicitation Document, including the representations on ethical standards, including conflicts of interest.

2.6.4.2 Joint Venture, Consortium or Association.

- (a) If the Proposer 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-G, the designated lead entity will enter into the LTA-G with UNICEF, who will be acting for and on behalf of all the member entities comprising the joint venture.
- (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 the Proposal selected for award, UNICEF will award the LTA-G to the joint venture, in the name of its designated lead entity. The lead entity will sign the LTA-G for and on behalf of all other member entities.

2.6.4.3 Proposals from Government Organizations. The eligibility of Proposers that are wholly or partly owned by the Government will 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 Solicitation Document, and others that may lead to undue advantage against other Proposers, and the eventual rejection of the Proposal.

2.6.5 PREPARATION OF OFFER

2.6.5.1 Proposers are responsible to inform themselves in preparing their Proposal. In this regard, the Proposers will ensure that they:

- Examine all terms, requirements and formal submission instructions (e.g. regarding timing of submission, form and structure of submission, no price information in the technical proposal etc.) included in the Solicitation Document.
- Review the Solicitation Document to ensure that they have a complete copy of all documents;
- Review the standard UNICEF Contractual Provisions and the UNICEF General Terms and Conditions of Contract (Goods) for the supply of goods publicly available on the UNICEF Supply website: http://www.unicef.org/supply/index_procurement_policies.html;
- Review the UNICEF policies publicly available on the UNICEF Supply website: http://www.unicef.org/supply/index_procurement_policies.html. In particular, Proposers 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.

2.6.5.2 Proposers acknowledge that UNICEF, its directors, employees, and agents make no representations or warranties (express or implied) as to the accuracy or completeness of this Solicitation Document or any other information provided to the Proposers.

- 2.6.5.3** Failure to meet all requirements and instructions in the Solicitation Document or to provide all requested information will be at the Proposer's own, risk and may result in rejection of the Proposer's Proposal.
- 2.6.5.4** The Proposal must be organized to follow the format of this Solicitation. Each Proposer must respond to the stated requests or requirements and indicate that the Proposer understands and confirms acceptance of UNICEF's stated requirements. The Proposer should identify any substantive assumption made in preparing its offer. 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 Proposer. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will affect the evaluation of the Proposal.
- 2.6.5.5** Response sheets provided in Annex D and E must be completed by the Proposer and included in the proposal submissions.
- 2.6.5.6** Technical Proposal: The Technical Proposal should address the mandatory requirements outlined in this Solicitation Document, paying particular attention to the criteria and specifications outlined in the Annex B and C. It is important to note that UNICEF actively welcomes innovative proposals and original solutions to the stated need.
- 2.6.5.7** Wherever items offered are not exactly in compliance with specifications in this RFP, or wherever alternatives are offered, it is the proposer's responsibility to provide the proposal with full descriptive specifications and documentation of such items. UNICEF reserves the right to determine whether any alternative Proposal is acceptable.
- 2.6.5.8** Technical Proposal Response Structure: Proposers are required to structure their technical proposal in accordance with the bidding forms and structure described in Section 3.6 – Technical File Submission of this Solicitation Document.
- 2.6.5.9** Commercial Proposal: The Commercial Proposal should be prepared in accordance with the quantities, terms and conditions and specifications outlined in this Solicitation Document.
- 2.6.5.10** Commercial Proposal Response Structure: The table below provides an overview of the required response structure for the commercial submission including references and guidance on the completion of Annex E requirements.

Scanned signed pdf copies in addition to the electronic (excel) versions of the templates provided under sections 1, 2, 3, 4, 5, 6, 10 and 15 of Annex E are required to be submitted.

Section	Information Requested	Required documentation or information to be submitted
1	Proposal Form	Completed and Signed Proposal Form and acceptance of all the terms and conditions as outlined within the Solicitation document RFP-DAN-2023-503628 (Template Provided).
2	Financial Mandatory Requirements Sheet	Provision of UNGM Registration Number and agreement to provide documentation to UNICEF (Template Provided)

3	Commercial Terms Sheet	Completed and signed Commercial Terms sheet, including stating any exceptions to the terms and conditions of the RFP (Template Provided)
4	Proposal Sheets	<p>Proposers shall complete and submit a copy of the Proposal Sheets for each product offered. (Templates Provided)</p> <p>There are 9 (nine) templates in the file on separate Tabs. Select the appropriate template based on the product type you intend to offer. After selecting the appropriate template, Proposers are to insert the item reference, material number and product description in the green fields using the item and product referencing included in Annex A.</p> <p>Submissions for different items (products) require separate Proposal sheets. Submissions for different FCA locations also require separate Proposal sheets. Please copy and paste the templates provided based upon the specific scope of your submission.</p> <p>Please complete the forms providing all the requested information (highlighted in Yellow cells).</p> <p>If there are multiple offers being proposed based on time or quantity parameters, one line must be provided per offer. The validity reference makes reference to the validity of the price under the offer and not the validity of the Bid.</p> <p>Please select the currency of your offer from the drop-down menu in cell H12.</p> <p>DO NOT delete or insert any cells, columns or rows.</p> <p>DO NOT include information outside of the yellow cells.</p> <p>Please include any additional conditionality in row 42 of the response template. If you require to submit further additional data please include such under Section 16 of your commercial response, clearly referencing the applicable product and offer the additional commentary refers to.</p>
5	Offered Quantity	<p>Complete and submit this form covering Monthly offered quantities (in pieces), Total Production capacity (in pieces), Production Dependencies and Years of production for each product offered.</p> <p>Please fill in the item reference number (from Annex A) in header row 7 (for year 2024) and header row 31 (for year 2025) and use a different column (column B to column G) for each product offered; If there are more than 6 products offered, please submit a second sheet (Template Provided). Include additional information in response to clauses 2.8.4.1 and 2.8.4.2 under this section of your response if required.</p>
6	Packing Details Sheet	Please complete and submit a copy of this form for each product offered (Template Provided)
7	Account Management	Proposers are to include an overview of the planned account management should the proposer be awarded under this RFP in response to clause 2.8.12
8	Organizational Charts	Proposers are to provide an overview of the organizational structure, identifying key staff involved in the management of the SIE production and UNICEF Account management.
9	Experience in SIE Product Delivery	Proposers are to provide an overview of their experience SIE product delivery in response to clause 2.8.13

10	Sustainable Procurement	Complete and submit this form related to sustainable procurement under clause 2.8.11 and include any further information or documentation considered valuable in addressing sustainability.
11	Proposer Manufacturer relationship	Where applicable, proposers are to provide copies of the agreement between themselves and the producers of the offered products
12	Joint Venture Proposals	Please provide your response under this section to Clause 2.6.4.2 and clause 2.8.2.2 if relevant
13	Proposals from Government Organizations	Please provide your response under this section to Clause 2.6.4.3 if relevant
14	Declaration Form	Completed and Signed Declaration Form. All proposers interested in doing business with UNICEF must respond to all the points requested in the declaration form. By signing it, the proposer agrees that their company and its management have not been the subject of a final judgment or of a final administrative decision for any of the exclusion criteria outlined in the form (Template Provided).
15	Proposed Products Sheet	Completed and Signed Proposed Products Sheet to determine the number of products the Proposer is submitting a Proposal for, under each material number (Template Provided). Proposers are requested to list the number of products offered per material number regardless of the number of proposals submitted per product, for example if a proposer is submitting 2 proposals for the same product (e.g., due to different FCA locations offered) they are asked to only list the product once.
16	Additional Information	Please provide any additional information not covered under sections 1 – 15 you would like to submit as part of your commercial proposal under section 16

2.6.5.11 Each Proposer acknowledges that its participation in any stage of the solicitation process for this Solicitation Document is at its own risk and cost. The Proposer is responsible for, and UNICEF is not responsible for, the costs of preparing its Proposal or response to this Solicitation Document, 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.

2.6.6 PROPOSAL DOCUMENTS: CONFIDENTIALITY

2.6.6.1 This Solicitation Document, together with all Proposal documents provided by the Proposer to UNICEF will be considered the property of UNICEF and will not be returned to the Proposers.

2.6.6.2 Information contained in the Proposal documents, which the Proposer considers to be its confidential information, should be clearly marked "confidential", next to the relevant part of the text, and UNICEF will treat such information accordingly.

2.6.6.3 All information and documents provided to the Proposers by UNICEF ("Solicitation Document Materials") shall be treated as confidential by the Proposers. If the Proposer declines to respond to this Solicitation Document, or, if the Proposal is rejected or unsuccessful, the Proposer will promptly return all such Solicitation Document Materials to UNICEF or destroy

or delete all such Solicitation Document Materials. The Proposer shall not use the Solicitation Document Materials for any purpose other than the purpose of preparing a Proposal and shall not disclose the Solicitation Document Materials to any third party, except: (a) with the prior written consent of UNICEF; (b) where the third party is assisting the Proposer in preparing the Proposal, provided the Proposer has previously ensured that party's adherence to this duty of confidentiality; (c) if the relevant Solicitation Document Materials are at the time of this Solicitation Document lawfully in the possession of the Proposer through a party other than UNICEF; (d) if required by law, and provided that the Proposer has previously informed UNICEF in writing of its obligation to disclose the Solicitation Document Materials; or (e) if the Solicitation Document Materials are generally and publicly available other than as a result of breach of confidence by the person receiving the Solicitation Document Materials.

2.6.7. MULTIPLE PROPOSALS AND PROPOSALS FROM RELATED ORGANIZATIONS

- 2.6.7.1 Proposers shall not submit more than one Proposal as part of this solicitation process.
- 2.6.7.2 If the Proposer 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 for another joint venture submitting another Proposal.
- 2.6.7.3 UNICEF reserves the right to reject separate Proposals submitted by two or more Proposers if the Proposers 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 Proposers 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 Proposer; or
 - e) An expert proposed to be in the team of one Proposer participates in more than one Proposal received for this solicitation process.

2.7 AWARD/ADJUDICATION OF PROPOSALS

2.7.1 AWARD

- 2.7.1.1 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, UNICEF will carry out the following steps in the following order:

First, each Proposal will be evaluated for compliance with the mandatory requirements of this Solicitation Document. Proposals deemed not to meet all of the mandatory requirements will be considered non-compliant and rejected at this stage without further consideration. Failure to comply with any of the terms and conditions contained in this Solicitation Document, including, but not limited to, failure to provide all required information, may result in a Proposal being disqualified from further consideration.

Mandatory requirements will be indicated throughout this RFP by the words "mandatory", "shall", "must", or "will" in regard to obligations on the part of the Proposer.

Second, UNICEF will evaluate each Proposal to determine whether the products offered are

acceptable commercially and technically and are of the required quality.

Please refer to Section 4: Evaluation of proposals and Basis for award for detailed information on the Evaluation Methodology.

- 2.7.1.2 Partial Proposals.** It is not a requirement to submit offers for all items listed in this RFP (Annex A).
- 2.7.1.3 Minimum Order Quantity.** Proposers must declare in their Proposals if there will be any minimum order quantity (ies) for the item(s) detailed in Annex A of this Solicitation Document. Any such minimum order quantities will be considered as part of the evaluation process and must be outlined under the proposal sheets submitted.
- 2.7.1.4 Limited Award.** In case of an award, Proposers that have not previously received Purchase Orders from UNICEF, may receive an order for a limited quantity until satisfactory performance is established.
- 2.7.1.5 Conditional Award.** UNICEF reserves the right to make conditional awards for products of interest to achieve the objectives of the tender.
- 2.7.1.6 Multiple Arrangements.** UNICEF reserves the right to make multiple arrangements for any item(s) where UNICEF considers it to be in its best interest to do so.
- 2.7.1.7 Negotiation.** UNICEF reserves the right to negotiate with the Proposer(s) that has/have attained the best rating/ranking, i.e. those providing the overall best value Proposal(s).
- 2.7.1.8 Award Notification.** All Proposers will receive a written notification regarding the results of their proposal.

UNICEF will make each award public by publishing the following information on the UNICEF website: The supplier name, product(s), duration of award, and total award value.

All Proposers 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.

2.7.2 GENERAL TERMS AND CONDITIONS OF CONTRACT (GOODS)

- 2.7.2.1** UNICEF's General Terms and Conditions of Contract (Goods) which are attached as Annex G to this Solicitation Document will apply to any LTA-G and linked Purchase Orders awarded in connection with this Solicitation Document. By signing the Proposal Form, each Proposer is deemed to have confirmed its acceptance of the UNICEF General Terms and Conditions (Goods). The Proposer understands that if it proposes any amendments or additional terms to the UNICEF General Terms and Conditions (Goods), these must be clearly detailed in the Proposal and may negatively affect the evaluation of the Proposal.

2.7.3 INSPECTION

- 2.7.3.1** Each Proposer 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 to inspect the manufacturing site and processes for the production, quality control, quality assurance and packing of the products. The Proposer will provide reasonable

assistance to the representatives for such appraisal, including copies of any documentation (including, but not limited to, test results or quality control reports) as may be necessary. The inspection may be carried out in conjunction with the appropriate national authority. Failure to do so may result in the rejection of the Proposal.

2.7.4 RIGHTS OF UNICEF

2.7.4.1 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;
- (b) to verify any information contained in Proposer's response (and the Proposer will provide UNICEF with its reasonable cooperation with such verification).
- (c) to invalidate any Proposal received from a Proposer 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-G;
- (d) to invalidate any Proposal that, in UNICEF's sole opinion, fails to meet the requirements and instructions stated in this Solicitation Document.
- (e) to suspend negotiations or withdraw an award to a Proposer at any time up until an LTA-G has been signed with such Proposer. UNICEF is not required to provide any justification but will give notice prior to any such suspension of negotiations or withdrawal of award.

2.7.4.2 UNICEF is not liable to any Proposer for any costs, expense or loss incurred or suffered by such Proposer in connection with this Solicitation Document 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 2.7.4.1 above.

2.8 REQUIREMENTS

2.8.1 PRICES AND DISCOUNTS

2.8.1.1 Prices. The prices include the cost of packaging and packing the goods in accordance with the requirements set out on the UNICEF Supply website http://www.unicef.org/supply/index_41950.html. The price also includes delivery in accordance with the applicable INCOTERM.

Notwithstanding any agreed discounts (as per paragraph 2.8.1.4 below), prices offered by proposers, shall constitute maximum ceiling prices and shall remain fixed for the duration of the LTA-G.

Offers are to be submitted using the templates under Annex E, section 4. Individual proposal sheets are to be submitted per product offered. Any conditionality of the offer must be clearly stipulated on the proposal sheet. UNICEF reserves the right to disclose price information relevant to awards resulting from this RFP.

The Proposers shall quote prices with maximum 2 decimal places per pack size. If a Proposer quotes prices with more decimal places than the ones stipulated above, UNICEF reserves the

right to consider as quoted price the one rounded up to meet the above stated requirement.

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

2.8.1.3 Currency.

- (a) Proposers are requested to provide unit prices in either **EUR or USD**. UNICEF will reject any Proposals submitted in another currency.
- (b) If the above paragraph (a) explicitly permits two or more specified currencies for the Proposals, then for evaluation purposes only, offers submitted in a currency other than US Dollars will be converted into US Dollars using the United Nations rate of exchange in effect on the submission deadline date.

The current UN exchange rate is EUR 0.948 = 1.000 USD (UNORE 0.948, effective 1 October 2023, at <https://treasury.un.org/operationalrates/OperationalRates.php>). NOTE: The exchange rate at the closing date of the RFP may differ from this.

2.8.1.4 Discounts. Proposers 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-G;
- (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.

In the event that the successful proposer is able to offer UNICEF discounted price(s), the unit prices shall be reduced for the specific affected Purchase Orders.

2.8.1.5 Affordability of prices offered. Proposers are requested to provide information on factors that influence the pricing offered to UNICEF including the basis for any quantity based pricing or other terms and conditions which reduce costs and risks to proposal.

2.8.1.6 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/rates quoted in the Proposal must be net of any direct taxes and any other taxes and duties, unless otherwise specified in this Solicitation Document.

2.8.2 IMPLEMENTATION

2.8.2.1 Sub-contractors. Proposers 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.

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

Where a joint venture is presenting its track record and experience in a similar undertaking as those required in this Solicitation Document, 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 Solicitation Document.

Previous contracts or Purchase Orders completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or those of its members and should only be claimed by the individual experts themselves in their presentation of their individual credentials.

2.8.2.3 Manufacturer Preference: UNICEF prefers to work with manufacturers on a direct basis for this range of commodities.

2.8.3 DELIVERY

2.8.3.1 Destinations

For direct distribution to UNICEF projects in developing countries (FCA deliveries), or for UNICEF's Warehouse in Copenhagen, Denmark (DAP deliveries).

2.8.3.2 Incoterms.

Proposers are requested to quote prices in accordance with the following delivery terms (INCOTERMS 2020):

DAP UNICEF Warehouse: Skagerakvej 6, 2150 Nordhavn, Denmark

FCA containerized named airport/seaport (PROPOSER TO SPECIFY NAME OF AIR/SEAPORT)

FCA Containerized entails **'that goods are cleared for export and loaded into containers by the seller, and the sealed containers are placed at the disposal of the carrier or another person nominated by UNICEF on the seller's mean of transport ready for unloading at the named place of delivery'.**

Failure to quote in accordance with the requested INCOTERMS may result in invalidation of the Proposal.

Proposals will be evaluated based on the INCOTERM(s) stated above. Proposals will be evaluated based on whichever INCOTERM listed above is in the best interest of UNICEF as determined by UNICEF in its sole discretion.

2.8.3.3 Deliveries will be made in accordance with instructions in UNICEF's Purchase Orders (as issued

in accordance with the provisions of the LTA-G). Proposers will indicate the realistic lead-time for delivery for each item 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-G) and includes the period for manufacturing and packing the products, pre-delivery inspection (if applicable), obtaining any necessary regulatory authority approvals or licenses, shipping, and provision of all documentation required in connection with such delivery. The Delivery lead time is to be stated in calendar days.

2.8.3.4 UNICEF will monitor and measure the performance of the successful Proposer, in comparison with the realistic lead-time indicated in its Proposal.

2.8.4 PRODUCTION CAPACITY AND REASONABLE OFFERED QUANTITY

2.8.4.1 Proposers are to demonstrate proof of existing production capacity at the producing plant including, quantities currently manufactured and projected quantities, both on monthly and annual basis. The Proposer is requested to demonstrate that they are able to supply the quantity being proposed by them to UNICEF during the quoted timeframe.

2.8.4.2 Proposers are to inform UNICEF clearly in the proposal on any production dependencies between the products offered, i.e. the production of one product affecting the production capacity for other products. Unless the proposer advises about such dependencies, UNICEF assumes that the quantities offered in the Monthly Offered Quantity sheets remain valid as stated in the proposal even if the proposer is awarded for the supply of several products. Should supply shortages for one or more products become apparent due to production dependencies that have not been communicated to UNICEF in the proposal, any valid Long-Term Arrangement covering these products is subject to revision and/or termination.

2.8.4.3 During the course of the award period, in situations of unexpected demand fluctuations resulting from demand surge, market changes or any other reason, UNICEF and manufacturers will keep each other informed a) on the need to access additional quantity from UNICEF side and b) on capacity to offer additional quantity from manufacturers' side. On such occasions, UNICEF expects manufacturers to offer UNICEF priority access to any additional production capacity, outside of any national need.

2.8.5 ROLLING BUFFER STOCK

2.8.5.1 Proposers should commit in the Proposal to keeping a rolling buffer /safety stock of AD syringes, RUP syringes and Safety boxes equal to a minimum of 10% of the annual awarded quantity at all times.

In the case that a proposer is awarded with quantity for shipments to the UNICEF Warehouse in Copenhagen (INCOTERM DAP), UNICEF may consider reducing the minimum rolling buffer stock to 5% of the annual awarded quantity.

2.8.5.2 UNICEF expects the successful proposers to keep at least one full 20' container load as a buffer stock, even if that quantity exceeds the minimum buffer percentage.

2.8.6 TEMPORARY STORAGE

The awarded suppliers agree to properly store, from time to time and at no cost to UNICEF, finished products of SIE for delivery at a later date.

2.8.7 AWARD EXECUTION – MONTHLY ALLOCATION REPORTING

Upon any resultant award, the awarded supplier agrees to provide UNICEF with a monthly allocation report, listing the following:

- the total quantities forecasted for delivery to UNICEF during the next three-month period;
- the total quantities in production during the same period;
- any additional relevant information the Parties agree to include.

2.8.8 WARRANTY

2.8.8.1 Warranty. The Proposer's warranty for the goods (including packaging) offered in its Proposal 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-G and linked Purchase Order (including, in the case of perishable or pharmaceutical products, the shelf life specified in the LTA-G and linked Purchase Order);
- (b) The goods conform in all respects to the technical documentation provided by the Proposer in respect of such goods and, if samples were provided to UNICEF prior to entering into the LTA-G, 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 Proposer 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-G and linked Purchase Order, and for the modes of transport of the goods specified in the LTA-G 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-G and linked Purchase Order and applicable law.

2.8.8.2 Warranty Period. The Proposer will clearly state the period of validity of the warranty, including the start date of the warranty period. For all pharmaceutical products or other perishable goods, the period of validity of the warranty must not be less than the shelf life of the goods.

2.8.8.3 Assignment of Manufacturer Warranties. If the Proposer is not the original manufacturer of the goods or any part of the goods, the Proposer 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-G and linked Purchase Order.

2.8.8.4 Extension of Warranty to Partners. The Proposer should note that 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.

2.8.9 LIQUIDATED DAMAGES

Any LTA-G awarded in connection with this Solicitation Document will include the following clause on liquidated damages:

“In addition to, and 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 this LTA-G 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 this LTA-G and the relevant Purchase Order”.

2.8.10 FINANCIAL REQUIREMENT

Prior to any award, proposers must pass the financial evaluation conducted by UNICEF Supplier Evaluation Unit. All proposers that do not meet the minimum UNICEF Financial Requirements will be considered disqualified and will not be considered for any award.

Proposers having submitted a Proposal deemed to be in the interest of UNICEF will be requested to submit the UNGM application number, along with the documentation listed below, to UNICEF Supply Division, attention Supplier Evaluation Unit (SEU),

- A copy of company's legal registration
- A complete copy of company's latest audited financial statements, with comparative figures for the previous year. This includes, but is not limited to, the following:
 - The report from the auditor (signed by the auditors)
 - The balance sheet,
 - The income statements, and
 - Notes thereto

2.8.11 SUSTAINABLE PROCUREMENT

The Proposer is requested to complete and submit the Sustainable Procurement Form (Annex E – Section 10) and include any further information or documentation deemed relevant and valuable in addressing sustainability.

2.8.12 ACCOUNT MANAGEMENT

The Proposer is requested to inform UNICEF of the names and role of the positions listed within, including contact details. The Proposer should also attach organizational charts for personnel responsible for

- Production of Safe Injection Equipment (SIE)
- Managing the customer account
- Managing planning & forecasting issues with UNICEF

2.8.13 PAST EXPERIENCE AND PERFORMANCE IN SIE DELIVERY

2.8.13.1 The Proposer should demonstrate proven experience and qualification in the supply and delivery of the SIE offered. The Proposer is requested to provide information on deliveries from the producing plant, including quantities (of the same design of product being offered), to clients over the past twelve months. UNICEF reserves the rights to contact those clients for reference without prior consultation with the Proposer.

The proposer is requested to provide the following information:

- Number of years of production and delivery by product
- Annual production quantity
- Customer reference list by product; including customer contact names and communication information (phone/e-mail)
- Other information may be supplied as deemed appropriate.

2.8.13.2 Proposers without experience with UNICEF should demonstrate that they have been able to provide on time deliveries and maintained production schedules. This information is requested to be submitted under section 9 of Annex E.

2.8.13.3 For Proposers with experience with UNICEF, UNICEF will refer to performance as ability to provide a satisfactory account management and ability to meet the agreed upon delivery dates.

2.8.13.4 UNICEF receives continuous feedback on SIE supply. This feedback will also be taken into account throughout the evaluation and award period. Implications and/or effects of the feedback will be discussed with manufacturers as appropriate.

2.9 PROPOSER REPRESENTATIONS

2.9.1 PRICE – MOST FAVOURED CUSTOMER

2.9.1.1 The Proposer confirms that the prices with respect to the goods specified in the Proposal are the most favorable prices available to any customer of the Proposer (or any of the Proposer's affiliates).

2.9.1.2 If at any time during the term of the LTA-G resulting from the Proposal any other customer of the Proposer (or of any of the Proposer's affiliates) obtains more favorable pricing terms than those provided to UNICEF, the Proposer will retroactively adjust the price(s) and related pricing terms under the LTA-G and in the relevant Purchase Order(s) to conform to the more favorable terms and the Proposer will promptly pay UNICEF any amounts owing to UNICEF as a result of such retroactive price adjustment.

2.9.2 GENERAL REPRESENTATIONS

By submitting its Proposal in response to this Solicitation Document, the Proposer confirms to UNICEF as at the Submission Deadline:

2.9.2.1 The Proposer has (a) the full authority and power to submit the Proposal and to enter into any

resulting LTA-G 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-G and linked Purchase Order(s). The Proposer 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.

- 2.9.2.2** All of the information it has provided to UNICEF concerning the goods and the Proposer is true, correct, accurate and not misleading.
- 2.9.2.3** The Proposer is financially solvent and is able to supply the goods to UNICEF in accordance with the requirements described in this Solicitation Document.
- 2.9.2.4** The use or supply of the goods does not and will not infringe any patent, design, trade-name or trade-mark.
- 2.9.2.5** The development, manufacture and supply of the goods has complied, does comply, and will comply with all applicable laws, rules and regulations.
- 2.9.2.6** The Proposer 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.
- 2.9.2.7** It has the personnel, experience, qualifications, facilities, financial resources and all other skills and resources to perform its obligations under any resulting LTA-G and linked Purchase Order(s).
- 2.9.2.8** The Proposer agrees to be bound by the decisions of UNICEF, including but not limited to, decisions as to whether the Proposer's Proposal meets the requirements and instructions stated in this Solicitation Document and the results of the evaluation process.

2.9.3 ETHICAL STANDARDS

UNICEF requires that all Proposers observe the highest standard of ethics during the entire solicitation process, as well as the duration of any LTA-G 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 Solicitation Document, the Proposer makes the following representations and warranties to UNICEF as at the Submission Deadline:

- 2.9.3.1** In respect of all aspects of the solicitation process the Proposer 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 Proposer 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 Solicitation Document; 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 Solicitation Document.
- 2.9.3.2** The Proposer has not unduly obtained, or attempted to obtain, any confidential information in connection with the solicitation process and any LTA-G and linked Purchase Order(s) that may be awarded as a result of this solicitation process.

- 2.9.3.3** No official of UNICEF or of any United Nations System organisation has received from or on behalf of the Proposer, or will be offered by or on behalf of the Proposer, any direct or indirect benefit in connection with this Solicitation Document including the award of the LTA-G and linked Purchase Order(s) to the Proposer. Such direct or indirect benefit includes, but is not limited to, any gifts, favours or hospitality.
- 2.9.3.4** 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 Proposer 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 Proposer 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 Proposer, communicate with UNICEF, or present to UNICEF, about any matters that were within such former official's responsibilities while at UNICEF.
- 2.9.3.5** Neither the Proposer 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 Proposer 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 during the term of the LTA-G. If the Proposer or any of its affiliates, or personnel or directors becomes subject to any such sanction or temporary suspension during the term of the LTA-G, UNICEF will be entitled to suspend the LTA-G and linked Purchase Order(s) for a period of time up to thirty (30) days or terminate the LTA-G and linked Purchase Order(s), at its sole choice, with immediate effect upon delivery of a written notice of suspension or termination, as the case may be, to the Proposer. If UNICEF chooses to suspend the LTA-G and linked Purchase Order(s) it will be entitled to terminate the LTA-G and linked Purchase Order(s) at the end of the thirty (30) days' suspension at UNICEF's sole choice.
- 2.9.3.6** The Proposer 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-G 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 http://www.unicef.org/supply/index_procurement_policies.html. In particular, the Proposer 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.
- 2.9.3.7** The Proposer will comply with all laws, ordinances, rules and regulations bearing upon its participation in this solicitation and the UN Supplier Code of Conduct (which can be accessed on the UNICEF website at http://www.unicef.org/supply/index_procurement_policies.html and is also available at the United Nations Global Marketplace website - www.ungm.org).
- 2.9.3.8** Neither the Proposer 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 Organizations' 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 utilized in the manufacture of anti-personnel mines.

- 2.9.3.9** The Proposer 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 Proposer to perform any services in the Proposer'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 Proposer has taken and will take all appropriate measures to prohibit its personnel including its employees or other persons engaged by the Proposer, 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.
- 2.9.3.10** The Proposer confirms that it has read UNICEF's Policy on Conduct Promoting the Protection and Safeguarding of Children. The Proposer 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 Proposer will further cooperate with UNICEF's implementation of this Policy.
- 2.9.3.11** The Proposer 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 Article 3 of Part 2.9.
- 2.9.3.12** Each of the provisions under 2.9.3 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 Proposer from this solicitation process and/or any other solicitation process, and to terminate any LTA-G and linked Purchase Order(s) that may have been awarded as a result of this solicitation process, immediately upon notice to the Proposer, without any liability for termination charges or any liability of any kind. In addition, the Proposer may be precluded from doing business with UNICEF and any other entity of the United Nations System in the future.

2.9.4 AUDIT

- 2.9.4.1** From time to time, UNICEF may conduct audits or investigations relating to any aspect of an LTA-G and/or linked Purchase Order awarded in relation to this Solicitation Document, including but not limited to the award of the LTA-G and/or linked Purchase Order and the Proposer's compliance with the provisions under 2.9.3 above. The Proposer 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 Proposer's premises at reasonable times and on reasonable conditions in connection with making its personnel and any relevant data and documentation available. The Proposer will require its sub-contractors and its agents to provide reasonable cooperation with any audits or investigations carried out by UNICEF.

3. TECHNICAL PROVISIONS

3.1 PRODUCT TECHNICAL SPECIFICATION

Product specifications for each item number under this RFP are detailed in Annex B. The devices shall:

- a) Conform to style, design, functionality and dimensions specified in this document.
- b) Conform to international standards for product packaging and labelling.
- c) Be delivered with the manufacturer's guidelines/instructions for use. Manufacturer documentation shall be available at least in English, French and Spanish.

3.2 TECHNICAL REQUIREMENTS

Due to the diverse range of products requested under this RFP the Technical Requirements are split into Medical Devices and Non-Medical Devices Requirements outlined below. Technical documents reference below must be submitted under relevant section in Annex D and included in the proposal submissions.

3.3 TECHNICAL MANDATORY REQUIREMENTS FOR PRODUCTS CATEGORIZED AS MEDICAL DEVICES (Auto-disable (AD) syringes, Reuse-prevention (RUP) syringes, Disposable devices (hypodermic syringes and needles, insulin syringes, cannulas, scalp vein needles, spinal needles, and three-way valves)

3.3.1 WHO PERFORMANCE, QUALITY AND SAFETY (PQS)

All auto-disable (AD) and reuse prevention (RUP) products **brands / finished products** offered **must be WHO prequalified**, and UNICEF therefore expects Proposers to offer products being WHO prequalified under PQS. Proposers must state the PQS code in their proposal as well as the ISO categorization typology.

The PQS qualification must be maintained throughout the validity period of any resulting LTA. Awarded suppliers are therefore expected to ensure any potential revalidation for PQS.

All Proposers, including those that have already been presenting this to UNICEF previously, must, together with the Proposal, provide the most recent WHO letter confirmation stating that the product is WHO prequalified under PQS. In addition, all Proposers must provide data on the type and name of the prequalified product offered, the manufacturing plant's name and address.

The Auto-Disable Syringe (AD) offered must be

- with a fixed needle design
- with individual blister packing
- WHO prequalified under Category E008 Auto-Disable syringe for fixed dose immunization

The Reuse prevention syringes (RUP) offered must be

- with individual blister packing
- WHO prequalified under Category E013 Hypodermic syringe with reuse prevention feature (RUP)

- Tender participants are required to clearly indicate and describe in the proposal submission documents the functionality of the RUP syringe and full categorization according to ISO 7886-4:2018 (Type 1 and/or Type 2, Type A and/or Type B).

In addition to the above-mentioned AD and RUP syringes, proposers are welcome to offer such syringes with sharps injury prevention (SIP) feature, and submit

- AD syringes, under the respective UNICEF material number stated in the tender products (specifications detailed in Annex B)
- RUP syringes, under the U material number U481800 for alternative proposals

3.3.2 CHANGES FROM SPECIFICATIONS

Wherever items offered are not exactly in compliance with specifications in this RFP or wherever alternatives are offered, it is the Proposer's responsibility to provide the Proposal with full descriptive specifications and documentation of such items. UNICEF reserves the right to determine whether any alternative Proposal is acceptable.

3.3.3 TECHNICAL QUALITY FOCAL POINT

Proposers are requested to provide the name and contact details of the appointed Qualified Person for technical communication.

3.3.4 CONSISTENT QUALITY PERFORMANCE

All proposers must, together with the Proposal, provide a documentary evidence that the product meets the agreed specifications by submitting Certificate of Conformity (or Certificates of Quality) and Proposers' internal quality test results.

The certificate(s) of conformity shall indicate:

- Product conformity with standards (i.e. ISO or others)
- Test Laboratory (name, country) and
- Laboratory accreditation body (name, country)

In addition, Proposers for AD and RUP must, together with the Proposal, provide **a Third-Party type test certification** of a level and content to demonstrate that the specifications are being achieved.

The Third-party type test certificate **must not be older than 4 years** from the date of tender closing.

Awarded suppliers shall supply products that are of a consistent quality i.e. meeting the defined specifications, produced at the required quality level and of the same quality as the UNICEF QIU accepted reference samples.

3.3.5 INSPECTION OF FACILITIES

The successful Proposers shall permit UNICEF, or its designated representative, to have access to the facilities of the Proposers and those of the manufacturer of the goods at all reasonable times to appraise the production, testing and packing of the goods, and shall provide reasonable assistance to the UNICEF representative for such appraisal, including copies of any test results or quality control reports and protocols as may be necessary.

All awards to new suppliers are contingent upon a successful plant inspection by the UNICEF Quality Assurance Centre.

UNICEF reserves the right to reject any material which does not conform to the required specification and the awarded supplier shall forthwith at its own expense make good any material which the inspector has refused to accept in writing. Goods rejected shall be subject to return to the supplier at his expense. Payment for rejected shipments may be withheld by UNICEF until a replacement shipment of acceptable quality is received.

3.3.6 CATALOGUES

Proposers, who have not already done so, are requested to send a copy of their current catalogue or list of product offering including product photos.

3.3.7 SHELF LIFE

The proposer must provide the product's **shelf life in months** (as applicable).

a) Products with a shelf life of less than 60 months are not acceptable (except for products with identified short shelf life).

b) Unless specifically authorized in writing by UNICEF prior to delivery to UNICEF, the proposer shall ensure that two thirds of the shelf life remain at delivery. Any product delivered with less than two thirds remaining shelf life, shall be rejected by UNICEF, at no cost to UNICEF. The proposer shall be responsible for and bear the costs for returning the goods.

3.3.8 STERILIZATION CERTIFICATE

The successful proposer shall be required to provide manufacturer's certificates of sterilization related to each batch delivered to UNICEF.

The certificate of sterilization shall indicate:

- UNICEF purchase order number and item number
- Manufacturer's product reference and product short description
- Manufacturing site/sterilization site
- Batch number (lot number)
- Batch quantity
- Date of sterilization
- Expiry date (month, year)
- Sterilization method
- Process (standard) followed for validation and routine control for sterilization of medical devices
- Process (standard) followed for medical devices to be labelled 'sterile'
- Name of the person responsible, title, date and signature

3.3.9 REVIEW AND TESTING OF SAMPLES

UNICEF reserves the right to request free, non-returnable samples for evaluation and testing by UNICEF, or its representative, of the item and/or of the packing and packaging, prior to any award.

IF samples are requested:

- Proposers will be requested to deliver a minimum of 100 samples of each product offered.
- Samples will be subject to technical review and laboratory testing and analysis where appropriate.
- In addition to any product review done by the WHO, parameters reviewed by UNICEF Quality Inspection Unit on samples submitted **may include, but are not limited to** the following, as applicable
 - Needles:
 - Needle point angles, free from burrs and feathered edges in all bevelled areas, free from hooks at tip
 - Sharpness
 - Finish and dimension of the needle tube
 - Cleanliness both inside and outside
 - Lubricant
 - Bond between needle and hub
 - Tilting of needle
 - Syringe Barrels and Pistons:
 - Graduation (Ink quality and graduation accuracy)
 - Volumetric capacity
 - Lubricant amount inside the barrel
 - Workmanship and finish of the piston and barrels
 - Odour – UNICEF expects that syringes are produced from medical grade raw materials and all components should be odour-free.
 - Leakage between piston and barrel
 - Presence of foreign particles (rubber, plastic filaments, other) inside the syringe using a 10x magnifying lens
 - Disabling mechanism, when applicable, including the point of activation.
 - Packaging:
 - The packing material for individual syringes should be suitable for the sterilization method applied.
 - Blister type packaging should be neatly and properly sealed. The paper should easily peel off starting from the opposite side of the needle from the sealed backing cleanly and without tearing.
 - Marking:
 - Marking of blister pack, inner and outer carton as per applicable standards

Only samples that have been approved by the UNICEF Quality Assurance Centre will be considered for further evaluation.

- Samples must correspond 100% to the product(s) being offered. The Proposer should indicate whether the samples provided were produced as prototypes or whether the samples were produced as normal production.
- Samples must include the manufacturer's packaging and labelling.
- In the event that the Proposal is successful, samples will be retained by UNICEF for comparison checking purposes against deliveries subsequently made.
- Samples should be labelled with the UNICEF Solicitation Document number, goods specifications as detailed in this Solicitation Document, Proposer's product reference and Proposer's name and address. UNICEF reserves the right to reject samples that are not labelled as requested.
- Failure to provide samples in accordance with the above instructions may result in invalidation of the Proposal.

3.3.10 PACKING, PACKAGING, PACKING LIST, LABELLING AND DANGEROUS GOODS INSTRUCTIONS.

The Proposer will comply with the requirements for packing, packaging, packing list and labelling of goods set out on the UNICEF Supply Website http://www.unicef.org/supply/index_41950.html and the additional requirements (if any) for packing, packaging, packing list, labelling set out below in this Solicitation Document. 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, Proposers must submit all relevant Material Safety Data Sheets indicating accurate classification for transport purposes, storage, labelling and shipping requirements when submitting the Proposal.

3.3.11 ADDITIONAL PRODUCT AND PACKAGING MARKING

Product and packaging marking shall comply with UNICEF's specifications attached in Annex B and be consistent with the essential requirements described in the relevant product specific ISO standards;

- For Disposable syringe and needles: ISO 7886 – Part 1
- For AD syringes: ISO 7886 – Part 3
- For RUP syringes: ISO 7886 –Part 4

3.3.12 CHANGES IN DESIGN, METHODS OR PROCESSES

Any change in the design of the syringe, production process, production location or QC methods from those supplied to UNICEF against Long Term Arrangements must be submitted to UNICEF for approval, with new samples of the product.

3.3.13 FIELD TRIAL

UNICEF requires demonstration of **a successful 'user-friendliness' field trial** of production-run syringes for AD and RUP products.

- The purpose of the field trials will be to receive feedback from the actual target user group prior to widespread distribution of products not supplied by UNICEF before.
- The field trial protocols and results will be evaluated by UNICEF Supply Division and UNICEF programme staff for acceptability.

Any award will be made contingent upon successful results of such field trial, and no deliveries to UNICEF will be accepted prior to completion of the trial.

Proposers are welcome and encouraged to submit - as part of their Proposals - protocols, including Terms of Reference, questionnaires used, number of users and products as well as trial results of trials conducted without UNICEF involvement for evaluation by UNICEF. Only trial results provided as a part of the Proposal will be evaluated.

In the case a trial conducted by the Supplier should be deemed sufficient by UNICEF, no further UNICEF trial would be required.

3.4 TECHNICAL REQUIREMENTS FOR PRODUCTS CATEGORIZED AS NON-MEDICAL DEVICES (Safety Boxes)

3.4.1 WHO PERFORMANCE, QUALITY AND SAFETY (PQS)

All safety boxes offered **must be WHO prequalified**, and UNICEF therefore expects proposers to offer product being WHO prequalified under PQS. Proposers must state the PQS code in their Proposal.

The PQS qualification must be maintained throughout the validity period of any resulting LTA. Awarded suppliers are therefore expected to ensure any potential revalidation for PQS.

All Proposers, including those that have already been presenting this to UNICEF previously, must, together with the Proposal, provide the most recent WHO letter confirmation stating that the product is WHO prequalified under PQS. In addition, all Proposers must provide data on the type and name of the prequalified product offered, the manufacturing plant's name and address.

The safety boxes offered must be WHO prequalified under Category E010 waste management equipment for immunization.

3.4.2 CHANGES FROM SPECIFICATIONS

Wherever items offered are not exactly in compliance with specifications in this RFP or wherever alternatives are offered, it is the Proposer's responsibility to provide the Proposal with full descriptive specifications and documentation of such items. UNICEF reserves the right to determine whether any alternative Proposal is acceptable.

3.4.3 CONSISTENT QUALITY PERFORMANCE

All proposers must, together with the Proposal, provide a documentary evidence that the product meets the agreed specifications by submitting Certificate of Conformity (or Certificates of Quality) and Proposers' internal quality test results.

The certificate(s) of conformity shall indicate:

- a) Product conformity with standards (i.e. ISO or others)
- b) Test Laboratory (name, country) and
- c) Laboratory accreditation body (name, country)

Proposers for safety boxes must together with the proposal, provide a Third-Party type test certification of a level and content to demonstrate that the specifications are being achieved. The Third-party type test certificate must be not older than 4 years from the date of tender closing.

Awarded suppliers shall supply products that are of a consistent quality i.e. meeting the defined specifications, produced at the required quality level and of the same quality as the UNICEF QIU accepted reference samples

3.4.4 REVIEW AND TESTING OF SAMPLES

UNICEF reserves the right to request free, non-returnable samples for evaluation and testing by UNICEF, or its representative, of the item and/or of the packing and packaging, prior to any award.

IF samples are requested:

- Proposers will be requested to deliver a minimum of 25 samples of each product offered.
- Samples will be subject to technical review and laboratory testing and analysis where appropriate.

Only samples that have been approved by the UNICEF Quality Assurance Centre will be considered for further evaluation.

- Samples must correspond 100% to the product(s) being offered. The Proposer should indicate whether the samples provided were produced as prototypes or whether the samples were produced as normal production.
- Samples must include the manufacturer's packaging and labelling.
- In the event that the Proposal is successful, samples will be retained by UNICEF for comparison checking purposes against deliveries subsequently made.
- Samples should be labelled with the UNICEF Solicitation Document number, goods specifications as detailed in this Solicitation Document, Proposer's product reference and Proposer's name and address. UNICEF reserves the right to reject samples that are not labelled as requested.
- Failure to provide samples in accordance with the above instructions may result in invalidation of the Proposal.

3.4.5 PACKING, PACKAGING, PACKING LIST, LABELLING AND DANGEROUS GOODS INSTRUCTIONS.

The Proposer will comply with the requirements for packing, packaging, packing list and labelling of goods set out on the UNICEF Supply Website http://www.unicef.org/supply/index_41950.html and the additional requirements (if any) for packing, packaging, packing list, labelling set out below in this Solicitation Document. 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, Proposers must submit all relevant Material Safety Data Sheets indicating accurate classification for transport purposes, storage, labelling and shipping requirements when submitting the Proposal.

3.4.6 CHANGES IN DESIGN, METHODS OR PROCESSES

Any change in the design of the safety box, production process, production location or QC methods from those supplied to UNICEF against Long Term Arrangements must be submitted to UNICEF for approval, with new samples of the product.

3.5. TECHNICAL REQUIREMENTS

UNICEF Technical Requirement for procurement of medical devices/ other devices are listed in Annex C.

3.6 TECHNICAL FILE SUBMISSION

All technical documentation and information submitted for the products requested under this RFP is to be included and submitted as per the structure provided in Annex D – Technical Proposal Response Template.

Proposers are requested to submit a **separate** individual technical folder for each product quoted, folder **named** after the relevant UNICEF item bid number (example Item 10, Item 20 etc.), and **structured** as per Annex D – Technical Proposal Response Template, **including** all relevant documents as applicable for each product in the respective subfolders.

A check list for the documents required is detailed below:

TENDER DOCUMENT TECHNICAL CHECK LIST

Section	Information requested	Required document to be attached	Applicable to product group
1	Supplier details	Formal letter from the supplier on its letterhead (signed, stamped and dated) declaring interest in applying for the interested schedules stating company name, country of origin, website, UNGM number	ALL
2	Supplier company QMS	Copy of the supplier valid QMS certificate	ALL
3	Manufacturer company details	Formal letter from the supplier on its letterhead (signed, stamped and dated) declaring manufacturing company, plant address, product manufacturing site, address, manufacturer website, online product catalogue and relation of manufacturer and supplier	ALL
4	Manufacturer company QMS	Copy of the manufacturer valid QMS certificate	ALL
5	Product information and details	Formal letter from supplier company on its letterhead (signed, stamped and dated) explaining product brand name, product description, product intended use, supplier / manufacturer product reference number, product country of origin, product name as submitted to regulatory authorities, name of regulatory authority, product shelf life, product marketing licence number, product standards, product sterilization method, PQS number, AD feature function, RUP feature function (template provided)	ALL
6	Declaration of conformity	Formal letter of conformity from manufacturer company on its letterhead (signed, stamped and dated) stating conformity to EU Regulation 2017/745 and standards where applicable	Medical Devices
7	Marketing licence certificate	Readable copy of valid CE certificate or equivalent	Medical Devices
8	Certificate of shelf life	Formal shelf-life certificate from manufacturer company on its letterhead (signed, stamped and dated) stating product total shelf life in months as well as commitment to supply in case of award products with max 2/3 of shelf life. (Please be informed that there is no guideline on shelf life for safety boxes within the applicable standards.)	ALL
9	Packaging photos	Photos of primary, secondary and case packaging with readable label information	ALL
10	Sterilization certificate	Formal sterilization certificate from manufacturer company on its letterhead (signed, stamped and dated) stating product is sterile and the sterilization method	Sterile Medical Devices
11	Field trial	Results of field trial for AD and RUP syringes	AD and RUP syringes not supplied to UNICEF before
12	WHO certificate	Readable copy of the valid WHO letter for AD, RUP syringes and safety boxes	AD, RUP & SB
13	Independent laboratory testing	Results report for product quoted tested in an independent certified lab against the mentioned ISO standards in the letter of conformity. These results should be in English, readable copy and not older than 4 years from the date of tender closing	AD, RUP & SB
14	Product leaflet(s)	Brochure or leaflet with photos and technical specifications for products quoted	ALL
15	Product instructions for use	Brochure or leaflet with photos explaining instruction of use for training purposes in English/ French	ALL

16	Additional Information	Please provide any additional information not covered under sections 1 - 15 you would like to submit as part of your technical proposal under section 16	ALL
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4. EVALUATION OF PROPOSALS AND BASIS FOR AWARD

4.1 PROPOSAL EVALUATION METHOD

The merits of each proposal will be evaluated to assess its ability to support the objectives of the Tender and achieved the Targets set for SIE procurement.

Long Term Arrangements will be awarded to the proposers offering the most competitive proposals assessed under the evaluation criteria listed supporting the achievements of the objectives of this tender and the SIE Targets, whose products are commercially, technically and quality acceptable, and whose proposal is in compliance with all Instructions, Specific Terms and Conditions, and UNICEF General Terms and Conditions contained in the RFP, provided the proposal is reasonable, and it is in the interest of UNICEF to accept it.

The price evaluation will be based

- For Immunization related demand (Items 10 – 120), on an apportionment of 90% of the tender quantities under FCA incoterms, 10% of the tender quantities under DAP incoterms; and
- For the Health Kit/Curative demand (Items 130 – 400), on an apportionment of 90% of the tender quantities under DAP incoterms, 10% on FCA Incoterms.

4.2 EVALUATION METHODOLOGY:

The evaluation consists of two main reviews: a **Review of Mandatory Requirements** and an **Evaluation of Quantitative and Qualitative Data** of the proposal.

Following the Mandatory requirements evaluation, using the qualitative and quantitative information provided in the proposals, the proposals will be evaluated on their responsiveness and ability to meet the objectives of the Tender.

4.2.1 EVALUATION OF PROPOSALS IN SUPPORT OF ACHIEVING THE GOALS AND OBJECTIVES

The tender goals are outlined below:

- Reset the market balance, regaining market losses experienced under COVID-19 pandemic response
- Increased Supply Security incorporating pandemic preparedness response (PPR) capacity and reducing lead times
- Increased sustainability, with focus on local production and procurement, reduced waste
- Introduce traceability with GS1 labelling and improved injection safety through opening the market for SIP featured products

There are 8 strategic objectives developed to achieve the tender goals, text in **bold** highlights the changes from the 2019 tender round:

Objective 1: To ensure an **efficient, timely**, uninterrupted and sustainable supply of affordable products that are in compliance with the required quality and technical requirements.

Objective 2: To strengthen injection safety by (1) reducing the risk of re-use, through a tender strategy that supports a preference for devices that have an activation of the auto-disabling

feature commencing prior to delivery of the fixed full dose; and (2) **requesting industry to submit alternative offers for AD and RUP syringes with SIP features.**

Objective 3: Maintain a healthy market with multiple suppliers in the individual markets, with a **preference for regional sourcing** and **engaging directly with manufacturers**. Improving the healthy market status where this is required and seeking reductions in the weighted average price (WAP) where the above has been achieved.

Objective 4: Engage Industry to address programmatic and supply challenges, including **reducing lead times, offering locally**, and increased bundling of SIE offered products and resultant shipments.

Objective 5: Reduce the overall cost to programs through the continued application of a landed cost evaluation criteria, assigning a landed cost freight cost factor for offered quantities above the supplier's regional demand to **favour local sourcing**.

Objective 6: Increased focus on sustainable procurement approach encouraging product innovations that reduce the overall carbon footprint and waste disposal requirement and favour local and regional sourcing.

Minimum of 40% of supply from local production or local sourcing on Africa. If not sourced from the region have preference that shipment lead times from supplier to regions should be less than 30 days shipment.

40% of commercial evaluation based on comparative weight and volume of products.

Objective 7: Support bundling of SIE deliveries, favouring suppliers that can offer all immunization or therapeutic range of commodities to enable delivery efficiency.

Objective 8: Improve the efficiency of the tendering, procurement and delivery processes, and **improving traceability** through GS1 barcoding implementation on secondary packaging.

It is acknowledged that there is tension as well as synergies between the different objectives of the tender. The individual objectives were specified to address key elements incorporated under the strategy and seek to build on achievements already gained in prior procurement strategies, setting more ambitious targets for sustainability and local procurement.

Objective 1 is to ensure an efficient, timely, uninterrupted and sustainable supply of affordable products that are in compliance with the required technical and quality requirements. Timeliness and efficiency are added to emphasize on the importance of these elements in responding to pandemics and outbreaks alongside routine demand and will be considered in the evaluation. This is the overarching objective and will take priority in the evaluation process.

Objective 2 falls under the quality and technical requirement of objective 1 though shedding specific focus on the early activation disabling mechanism. In terms of evaluation any proposal must meet this criterion to be eligible for award where the offered quantities meeting this objective are greater than the forecasted demand. To increase the competitive base, if proposers who are currently WHO pre-qualified indicate their intent to change the position of the disabling criteria to meet the UNICEF preference, with a detailed implementation plan deemed achievable and acceptable by the technical evaluators, meeting all other technical and quality requirements and if the proposal is considered of interest to UNICEF in meeting the objectives, UNICEF may consider withholding a portion of the award for a later date. If the forecasted demand is greater than the available supply then in order to avoid stock-outs at country level awards may be made for products not meeting the UNICEF preference, however this may not occur at the onset of the tender period but rather to meet a specific need, if this materialises, during the tender period.

Additionally, UNICEF is seeking to use this tender activity to improve injection safety for further encouraging suppliers to submit offers for SIP featured syringes. Suppliers offering SIP featured syringes may be awarded for such, however only if these are WHO pre-qualified and any volumes of SIP featured syringes procured would pro rata reduce the target quantity under the Target Bound LTAs awarded with the supplier for the equivalent standard AD syringe without SIP feature.

Objective 3 relates to the affordability of the products and the sustainable and un-interrupted supply as covered in objective 1. While certain individual markets are considered healthy e.g. 0.5ml AD syringe, others are under restricted competition e.g. 0.05ml AD Syringe market and therefore in the evaluation we will seek to improve the competitive element within these previously restricted markets. Geographic diversity of supply, preference for regional sourcing and engaging directly with manufacturers will also be considered within the healthy market status. The prioritisation will be on ensuring a healthy supply base over regaining some of the WAP losses occurring during the pandemic response period and bringing the supply base closer to the demand.

Objective 4 supports the element of uninterrupted, sustainable supply and affordability, with the specific focus of engaging industry in addressing program challenges. While this again falls within the scope of the overarching objective the specific objective is to leverage proposers' comparative advantage to get better results for programmes. The opening up of the tender to allow for alternative proposals, seeks to facilitate better results through proposers leveraging their own comparative advantage and/ or providing innovative solutions to challenges faced.

Under Objective 5, the landed cost evaluation will be determined by the FCA offered location of the product by the supplier and the percentage of the forecast demand from that region. In support of regional sourcing, offered quantities with an FCA uplift point from within the respective region will not incur a freight levy if the offered quantities are below the regional demand quantities.

Regional demand quantities will be based on the overall forecast demand quantities in proportion to the historic regional demand profile for routine immunization for Auto-Disable syringes. This will be based upon the 2016-2020 period to avoid COVID-19 impact on the data and will be based upon the regional split of AD syringes as AD syringes make up 75% of the overall value and therefore have the greatest impact. Offered quantities above the regional demand level will incur a freight levy added as these will need to be shipped outside the region.

The landed cost of the product will make up sixty (60) percent of the commercial score.

Objective 6 is focused on sustainable procurement and will be evaluated through metrics assessing the sustainability impact crossing the 3 pillars of SP and extending along the supply chain.

The specific measurables to assess the sustainability elements relate to the weight and volumes of the products. The comparative volumes of the technical acceptable products will be reviewed as well as the overall weight of the products. These two components both impact on the volume of product to be shipped around the world and the weight of the product (and packaging) that needs to be disposed of and are under the control of the producer in terms of design. While there is no knowledge of where the products will be shipped, the comparative volume of the products can be used as a baseline for the associated shipment costs and the comparative weight of the product as a baseline for the associated disposal requirement.

The sustainability score will make up forty (40) percent of the overall commercial score.

Objective 7 supports the bundling principle to ensure there are adequate quantities of SIE in country to undertake immunization safely and further expands the focus to encourage industry engagement in the bundling of supplies to improve delivery efficiency. This relates to immunization related demand not kit/curative demand. Closely linked with Objective 4, this objective is included specifically to increase the focus on this issue and encourage industry to respond to the need. Should alternative proposals covering bundled options be offered at a premium deemed unacceptable to UNICEF and in conflict with objective 1, awards will be made on an individual item basis rather than bundled supply.

To achieve this objective, dependant on the proposals received, UNICEF will consider to make awards for items 90 – 120 on time bound LTAs with the same suppliers receiving awards for items 10 – 81 to enable increased bundling and delivery efficiencies. This will not imply exclusive awards for RUP syringes to suppliers of items 10 – 81 alone.

Objective 8, improving the efficiency of the tendering and procurement process, is an objective of the overall process rather than a measurable of individual proposals received. While the tender process itself is more complex, the resultant impact on subsequent transactional management is the focus for increased efficiency. In this regard it is not a metric considered for the evaluation of individual proposals but that of the overall efficiency of the approach taken.

4.2.2 EVALUATION OF THE TENDER IN SUPPORT OF ACHIEVING THE SIE SUPPLY TARGET

While pursuing the listed objectives, the following Supply Target has been set for SIE procurement.

Target 1: Minimum 40% of supply from local production or local sourcing on Africa

If not sourced from the region have preference that shipment lead times from supplier to regions should be less than 30 days shipment.

4.2.3 EVALUATION OF PROPOSALS ACROSS THE TENDER OBJECTIVES AND TARGET

The Tender includes eight Objectives and one Supply Target. It is acknowledged that there is tension between some of these objectives – e.g. Healthy Markets verses Affordability or Sustainability versus Affordability.

To provide clarity on the prioritisation for the evaluation process we will prioritise the evaluation based on the below, noting that the number and content of the acceptable offers received will influence our recommended outcomes.

The proposals received are required to meet the mandatory requirements of the Tender, outlined in the Tender document. Only proposals meeting the Mandatory requirements will be considered for further evaluation.

In terms of the objectives and the Supply Target the following approach will be taken.

- Ensuring supply security and a sustainable uninterrupted supply of affordable products compliant to the required technical and quality requirements (objective 1) is the priority objective.
- Objective 3 further builds on this focus on ensuring a healthy market - with multiple suppliers (actual number dependent on the overall demand volumes) and prioritizing such over awarding to the lowest priced offer, and only after having healthy competition within a market, focusing on price.
- For the AD syringe demand the aspect of early activation of the disabling mechanism (objective 2) will be implemented as soon as the market has the capacity to provide such and would take priority over cost savings in the evaluation.
- Achieving Target 1 (40% of awards made to new local producers) will be prioritized over other objectives for products meeting (i) the mandatory, quality and technical requirements and (ii) preference for early activation of the disabling device provided the bids are considered reasonable. It is considered complementary to the development of healthy markets, supports objective 6 and is seen as complementary to objective 1 and 3.
- Sustainability criteria (objective 6) now form 40% of the commercial evaluation criteria and will be incorporated within that scoring alongside the landed cost evaluation methodology (objective 5).
- Offers providing for consolidation opportunities and bundled deliveries supporting the achievement of objective 7, 4 and 8 will be considered following the fulfilment of objective 1, 2 and target 1 and will be reviewed considering the final commercial scoring after the inclusion of the sustainability and landed cost criteria.

4.2.4 EVALUATION CONSIDERING TENDER QUANTITIES

As outlined in the Demand Profile (Annex A) the range of products covered under this strategy covers SIE procured by UNICEF for both immunization needs as well as limited demand volumes for Curative (kit) needs. Immunization related demand makes up approximately 90% of the total SIE demand requirements through UNICEF. Due to the variance in the volumes of demand across the product range covered under this tender and the forecast volatility the evaluation will be informed by the historic volumes and profile of demand. The demand volumes for the curative demand have historically required two suppliers to be contracted to ensure an uninterrupted supply whereas the demand for AD syringes has required up to five suppliers to be awarded. The actual number of suppliers considered for award will depend on the proposals received and how these support the achievement of the objectives and target of this tender.

4.3 REVIEW OF MANDATORY REQUIREMENTS

Proposals will first be evaluated by UNICEF for compliance with the Mandatory requirements of this RFP including:

Commercial Evaluation:

- Compliance with Instructions to Proposers (Section 1 of this RFP document)
- Acceptance of UNICEF General Terms and Conditions (Annex E – Section 1)
- Completion of Declaration Form (Annex E – Section 14)
- Compliance with UNGM registration and Financial Requirements (Annex E – Section 2)

- Currency of offer in USD or EUR only (Annex E – Section 4)
- Fixed and firm pricing, outside of alternative proposals (Annex E – Section 4)
- Declaration of Country of Origin (Annex D – Section 5)
- Technical proposals and commercial proposals submitted in separate files/emails

Technical Evaluation:

- Compliance with Technical specifications and Requirements (Section 3 of this RFP document, Annexes B and C)
- WHO prequalification status for AD, RUP, SB (Annex D – Section 12)
- Independent laboratory test results within valid 4 years for AD, RUP, SB (Annex D – Section 13)
- Conformity to the required Product Quality System Standards (Annex D – Section 5)
- Conformity to required QMS standards (Annex D – Sections 2 and 4)
- Compliance with shelf life and sterility requirements (Annex D – Sections 8 and 10)
- Compliance with packing and shipping marking requirements (Section 3.3.10, 3.3.11 and 3.4.5 of this RFP document)
- Compliance with inspection requirements (Section 2.7.3.1 of this RFP document)
- Submission of samples to UNICEF Supply Division Quality Inspection Unit (QIU) (Section 3 of this RFP document)
- Successful sample review and approval by QIU (Section 3 of this RFP document)
- Validated user acceptability studies (Annex D – Section 11)
- Valid marketing license certificate for all Medical Devices (Annex D – Section 7)

Proposals not complying with the mandatory terms and conditions contained in this RFP, including the provision of all required information, may result in the proposal being considered non-responsive and rejected without further consideration.

4.4 REVIEW OF QUANTITATIVE AND QUALITATIVE DATA

In order to obtain to what extent a proposal is found acceptable, all quantitative data will be evaluated together with the qualitative data.

Below is an overview of factors that will be included in the evaluation:

- Price: DAP and FCA
- Payment Terms
- Weight and Volume of offered products
- Shelf Life
- Responsiveness to RFP
- Delivery lead times
- Offered production quantity
- Minimum order quantity limitations
- Order quantity constraints to meet proposers' full export carton size requirements
- Acceptance to keep a rolling buffer stock
- Product and packaging marking
- Account management abilities
- Past performance on account management and on-time delivery. On-time delivery is measured by a) ability to meet agreed upon delivery dates; and b) ability to meet stated monthly allocations
- Proven experience, including information on conducted field trials of the offered product
- Country feedback/Customer acceptance

Other information required and included in the evaluation:

- Point of activation of disabling mechanism of offered AD syringes. In line with the objective to reduce the risk of reuse, UNICEF has a preference for Auto-Disable Syringes with activation of the auto-disabling feature commencing prior to delivery of the fixed full dose.
- Proposers' relationship with the manufacturer of the offered products
- Validity of Proposal
- Country of origin

Details of the information requested for each evaluation factor, summarized in the following tables, have been provided in the Sections: Instructions to Proposers, Specific Terms and Conditions, Technical Provisions, Annex D and Annex E.

Overview of Quantitative Information

Objective	Evaluation to be undertaken based on the following factors
Affordable Product	<ul style="list-style-type: none">• Price FCA containerized nearest named international seaport/airport• Price DAP UNICEF Copenhagen warehouse• Payment terms• Gross Weight and volume• Product offered• Shelf life
Quality Product Uninterrupted, sustainable supply	<ul style="list-style-type: none">• Technical review• Quantity offered; conditions of quantity offered, demonstration of capacity to provide quantities offered; possible effects of quantities offered on capacity for other products offered.• Order Lead-time• Total production capacity• Validity of Proposal• 10% emergency buffer stock
Healthy Market	<ul style="list-style-type: none">• Number of valid offers• Reduction of weighted average price
Industry engagement in programmatic and supply challenges	<ul style="list-style-type: none">• Alternative offers provided leveraging industry comparative advantage to get better results for children
Reduce the overall cost to programs	<ul style="list-style-type: none">• Landed cost as an evaluation criteria
Sustainable Procurement	<ul style="list-style-type: none">• Product Volumes, Product Weight, Local Production, Regional Sourcing
Bundling	<ul style="list-style-type: none">• Alternative proposals for bundled Safe Injection Equipment• Range of products offered

Overview of Qualitative Information

Objective	Evaluation to be undertaken based on the following factors
Uninterrupted, sustainable supply.	Account management resources (organizational charts with names) and customer service capabilities including

Quality product	<p>Experience in supply and delivery:</p> <ul style="list-style-type: none"> • Numbers of years of production and delivery (quantity) • Customer reference list • Realistic lead-time offered <p>Past performance record:</p> <ul style="list-style-type: none"> • Proven capacity to supply offered and forecasted quantities • On time deliveries • Reliable and firm forecasted supply • Realistic quantity offered <p>Ability to maintain a buffer stock of SIE</p> <p>Maintenance of reliable product quality, including:</p> <ul style="list-style-type: none"> • Maintained quality level per WHO requirements • Approval of samples by UNICEF Quality Assurance Centre • Successful User-friendliness field trial • Successful plant inspection • Adherence to current packing and shipping requirements • Country feedback/Customer acceptance • Initiative to resolve problems in a satisfactory and fast manner
Healthy Market	<ul style="list-style-type: none"> • Multiple suppliers contracted. Healthy Balance of awards across the suppliers
Industry engagement in programmatic and supply challenges	<ul style="list-style-type: none"> • Alternative proposals provided leveraging industry comparative advantage to get better results for children.
Sustainable procurement	<ul style="list-style-type: none"> • Proposers' policies, practices and other information related to sustainability considerations.
Bundling	<ul style="list-style-type: none"> • Proposals for bundled Safe Injection Equipment • Different bundling combinations across SIE

4.5 BASIS FOR AWARDS

4.5.1 Awards for the full projected quantities provided in Annex A will be made to multiple manufacturers on the basis of the Evaluation Method.

4.5.2 LANDED COST COMPARISON:

As per the prior Tender round for AD syringes, **for the volumes offered over and above the regional demand** the price will be evaluated based on landed cost.

A Landed cost evaluation (LCE) has been applied for more than 10 years in SIE tenders. The application of the modality of landed cost evaluation for this tender round will vary from past tender rounds to align with the preference for sourcing locally and reducing shipment lead times.

The LCE will be determined by the FCA offered location of the product by the supplier and the percentage of the forecast demand from that region. In support of regional sourcing, offered

quantities with an FCA uplift point from within the respective region will not incur a freight levy if the offered quantities are below the regional demand quantities.

Regional demand quantities will be based on the overall forecast demand quantities in proportion to the historic regional demand profile for routine immunization for Auto-Disable syringes. This will be based upon the 2016-2020 period to avoid COVID-19 impact on the data and will be based upon the regional split of AD syringes as AD syringes make up 75% of the overall value and therefore have the greatest impact. Offered quantities above the regional demand level will incur a freight levy added as these will need to be shipped outside the region.

E.G. If a region's demand for AD's is 12,000,000 and a supplier from that region offers 20,000,000. The first 12,000,000 of the supplier's offer will not incur a freight levy, however the additional 8,000,000 will incur a freight levy. The basis of the levy will be calculated in line with the prior tender landed cost application, using the 7 ports reflective of the UNICEF demand to factor in the freight cost to get the full 'out-of-region' landed cost. The price used for the commercial evaluation will then be the weighted average of the in-region and out-of-region price levels.

The seaports to be used for the landed cost evaluation are the same ports as the prior AD tender round, representative of the demand profile for SIE across the regions and validated against the demand profile for SIE products supplied from 2016-2020. It is acknowledged that UNICEF will not know at this time exactly which destinations all the SIE will be shipped during the upcoming LTA period. However, in order to make a more realistic cost comparison among products, the most commonly used destinations have been chosen and will serve as a benchmark during the evaluation of the offers. Resultant LTAs will be based on FCA nearest and named international port as well as DAP UNICEF Copenhagen Warehouse.

The estimated freight cost to the different destinations will be provided by Supply Division Freight Forwarders. The specific ports are selected from the top 10 shipping destinations and receiving ports during a 5 year period for AD syringes. The freight cost will be added to the FCA prices offered by the suppliers for volumes above the suppliers' regional demand levels. The landed cost per piece, assessed on full container loads (FCL) (non-palletized) for a 40' container, will give a clearer picture of the most effective and lowest offered prices looking at the total cost of acquisition of the product and not only the cost of the product delivered to the nearest port disregarding packing volume and resulting loading of the containers.

7 Ports of destinations have been identified; 5 for the African continent and 2 for Asia. Several elements were considered in selecting these seven ports.

The 5 chosen ports in Africa are: Dar Es Salaam, Djibouti, Matadi, Apapa and Douala: two for the eastern block of Africa and three for the western block as UNICEF rarely ships to the southern and northern blocs. The ports were selected for the following reasons:

For the eastern bloc, the top 2 ports are Dar Es Salaam and Mombasa. Mombasa was not selected due to its proximity to Dar Es Salaam.

- Dar Es Salaam serves Burundi, Rwanda, Tanzania, Zambia.
- Djibouti serves Djibouti and Ethiopia.

For the western block the top 3 ports are Apapa, Matadi and Douala. Lome was not selected due to its proximity to Douala.

- Each of the chosen ports serves more than one country except for Apapa and Matadi. These are selected due to the large volumes of syringes supplied to these two countries.
- Matadi serves DRC. Although Matadi port serves only DRC it is one of the selected ports due to the nature of DRC country and the urgency of most of its orders with its high potential of outbreaks.
- Apapa serves Nigeria which receives the largest volumes of syringes shipped by UNICEF to one single country.
- Douala serves Cameroon, Chad, and Central African Republic.

The two chosen ports in Asia are Karachi and Bandar Abbas and were selected for the following reasons:

- Karachi port serves both Pakistan and Afghanistan, countries in which UNICEF runs big programs, with substantial volumes and values.
- Bandar Abbas port serves Armenia, Kyrgyzstan, Tajikistan, Uzbekistan, and Turkmenistan in addition to serving Afghanistan in certain occasions.

Based on the above the suppliers will be asked to submit their prices based on (i) FCA containerized nearest port, and (ii) DAP Copenhagen Warehouse Incoterms. The estimated sea shipment cost for the seven identified ports and for Copenhagen (for DAP comparison purposes) will be provided by UNICEF contracted freight forwarders and will be added to the FCA prices. The commercial evaluation will compare these prices and a recommended award will take into account the landed costs.

The landed cost will contribute to sixty (60) percent of the commercial scoring.

Table 1 below provides an overview of the past 5-year direct shipments to regions for products on LTA illustrating the close ratios for the port selection with the regional demand profile.

Regional Split of Procurement Quantities								
Percentage of Demand (Qty) by Region	PO Del year					5 Year Grand Total	No of ports for landed cost evaluation	
Region	2016	2017	2018	2019	2020		Quantity	Percentage
EAPR	3%	7%	6%	7%	4%	6%	0	0%
ECAR	2%	3%	1%	2%	2%	2%	0	0%
ESAR	36%	26%	26%	27%	27%	28%	2	29%
LACR	0%	0%	0%	0%	1%	0%	0	0%
MENAR	7%	7%	15%	5%	3%	7%	1*	14%
SAR	12%	17%	22%	11%	20%	16%	1	14%
WCAR	41%	41%	31%	48%	43%	41%	3	43%
Grand Total	100%	100%	100%	100%	100%	100%	6	100%

* - the MENAR port reference also feeds Central European Countries (ECAR)

4.5.3 COMMERCIAL SCORING OF SUBMISSIONS

The commercial scoring of submissions will be a combination of landed cost pricing and sustainability elements per product. The implementation of the scoring on the commercial and sustainable elements will be based upon the following formulae:

The total amount of points allocated for the landed cost component is 60. The maximum number of points (i.e. 60 points) will be assigned to the lowest landed cost proposal. All other landed cost proposals will receive points in inverse proportion to the lowest landed cost; e.g.

$$\text{Score for landed cost Proposal X} = \frac{\text{Max. score for landed cost proposal (60)} * \text{Price of lowest landed cost proposal}}{\text{Price of landed cost proposal X}}$$

The total amount of points allocated for the sustainability component is 40. The maximum number of points (i.e. 20 points) will be assigned to the lowest weight and to the lowest volume proposal to factor the transportation of the product and the disposal of the product. All other weight and volume proposals will receive points in inverse proportion to the lowest weight/ volume; e.g.

$$\text{Score for Transport factor Proposal X} = \frac{\text{Max. score for Transport factor proposal (20)} * \text{volume of the smallest product proposal}}{\text{Volume of product in proposal X}}$$

$$\text{Score for Disposal factor Proposal X} = \frac{\text{Max. score for Disposal factor proposal (20)} * \text{weight of the lightest product proposal}}{\text{Weight of product in proposal X}}$$

The weight and volume used in the calculation will include the product as well as the pro rata packaging of the product. The final commercial scoring will be the sum of the three individual scores for the landed cost, transport factor and disposal factor.

4.6 INCOTERMS:

Resultant LTAs will be based on FCA containerized nearest named international port as well as DAP UNICEF Copenhagen Warehouse.

4.7 SUPPLIER REGISTRATION AND EVALUATION

Proposers must as part of their proposal provide their United Nations Global Marketplace (UNGM) registration number. If a proposer has not yet registered through the UNGM, they must submit an application through the UNGM website at <https://www.ungm.org/>. Instructions are provided on UNGM's Help Center for potential suppliers: <https://help.ungm.org/hc/en-us/categories/360002380499-For-potential-suppliers>. Please also refer to the Instructions to Proposers provision under this bid.

Prior to any award, proposers must pass the financial evaluation conducted by UNICEF Supplier Evaluation Unit. All proposers that do not meet the minimum UNICEF Financial Requirements will be considered disqualified and will not be considered for any award.

Proposers having submitted a Proposal deemed to be in the interest of UNICEF will be requested to submit the UNGM application number, along with the documentation listed below, to UNICEF Supply Division, attention Supplier Evaluation Unit (SEU),

- A copy of company's legal registration
- A complete copy of company's latest audited financial statements, with comparative

figures for the previous year. This includes, but is not limited to, the following:

- The report from the auditor (signed by the auditors)
- The balance sheet,
- The income statements, and
- Notes thereto

4.8 COMPLIANCE WITH REQUIREMENTS

With signing the proposal, Proposers duly confirm that the items offered fully conform to all requirements of this Request for Proposal and that their Proposal complies with all the terms and conditions of this Invitation. A detailed explanation for all proposed deviations shall be provided as part of the Proposal, together with reference to the applicable document, section, paragraph, page, etc.

4.9 PROPOSALS FOR AD SYRINGES NOT MEETING THE UNICEF PREFERENCE FOR THE DISABLING MECHANISM

If the proposer is WHO pre-qualified for the product offered but does not meet the preference for the location of the disabling mechanism and meets all mandatory requirements, the Proposal must include a detailed plan on the timeline outlining all steps to be taken to make the required changes and obtain WHO pre-qualification for the new product for the proposal to be considered.

If the Proposal is deemed of interest to UNICEF, UNICEF will advise the Proposer of such and will request that UNICEF be kept informed about the progress of the submitted timeline.

If the proposed AD Syringe meets the preference for the disabling mechanism and obtains WHO pre-qualification during the award period and upon confirmation that the mandatory requirements of the RFP are met, UNICEF would consider awarding a quantity to the manufacturer under one or more of the following conditions:

- 1) UNICEF is facing a monopoly situation or a near monopoly situation;
- 2) Lack of performance of current supplier(s);
- 3) Insufficient supply from current supplier(s); or
- 4) If it meets the specific objectives of the tender.

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

End of Document.