

Request for proposal (RFP)

IFFIm Communications:
Strategic Communications Firms/Consultants

161-2021-GAVI-RFP

ISSUE DATE: 22 October 2021

CLOSING DATE AND TIME: 19 November 2021 24:00(EDT)





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Part 1: Introduction

Gavi Alliance (“Gavi”), invites qualified bidders (herein after called “Bidder” or “Bidders”) to submit offers, consisting of a technical and a financial offer, together with any supporting documents (herein after called the “Proposal” or “Proposals”) for the provision of the requirements defined in this RFP document. In order to prepare a responsive Proposal, Bidders must carefully review and understand the contents of this covering letter, parts 1-6 of this RFP and the following key dates:

Procurement Activity	Responsible Party	Due Date
RFP Issue Date	Gavi	22 Oct. 21
Intent to Participate due	Bidder	26 Oct. 21
Final date for submitting Questions	Bidder	29 Oct. 21
Gavi Response to Questions	Gavi	05 Nov. 21
Pre-Bid Meeting/site visit [optional]	Bidder/Gavi	12 Nov. 21
Bid submission deadline (CET)	Bidder	19 November 2021 24:00(EDT)
Shortlisted Meetings [optional]	Gavi/Bidder	29 Nov. 21
Estimated Contract Award Date	Gavi	10 Dec. 21
Estimated Contract Start Date	Gavi	24 Jan. 22

The proposed timeline set out above indicates the process Gavi intends to follow. If there are any changes to this time plan, Gavi will notify all Bidders of this in writing.

Part 2: Gavi's Requirements

2.1 Background

Gavi Mission

Gavi, the Vaccine Alliance ("Gavi") has a mission is to save children's lives and protect people's health by increasing access to immunisation in poor countries.

Gavi is an international organisation that was created in 2000 to improve access to new and underused vaccines for children living in the world's poorest countries. Based in Geneva, Switzerland, Gavi is the Vaccine Alliance, which brings together public and private sectors with the shared goal of creating equal access to vaccines for children, wherever they live.

In the fight against the COVID-19 pandemic, Gavi is co-leading COVAX, the vaccines pillar of the Access to COVID-19 Tools (ACT) Accelerator. This involves coordinating the COVAX Facility, a global risk-sharing mechanism for pooled procurement and equitable distribution of COVID-19 vaccines. Within the COVAX Facility, Gavi launched the COVID-19 Vaccines Advance Market Commitment (COVAX AMC), the innovative financing instrument that will support the participation of 92 low- and middle-income economies in the COVAX Facility – enabling access to donor-funded doses of safe and effective COVID-19 vaccines.

For more information, please visit the Gavi website: <http://www.gavi.org/about/mission>

The International Finance Facility for Immunisation (IFFIm)

IFFIm is a multilateral development institution set up in 2006 to rapidly accelerate the availability and predictability of funds for Gavi. IFFIm uses long-term donor pledges to issue vaccine bonds in the capital markets to raise immediate money for Gavi programmes. An exemplary vehicle for socially responsible investment, IFFIm makes it possible for the public and private sectors to collaborate to support improved health in the world's least developed countries. IFFIm's vaccine bonds have earned the reputation for being one of the best managed and most ethical and impactful socially responsible investments (SRIs) in the marketplace.

To date, donors have pledged a total of US\$ 8.1 billion to IFFIm. On the back of these pledges, IFFIm has successfully raised US\$ 7.6 billion through 38 bond transactions on the capital markets to support Gavi. Between 2006 and 2020, IFFIm provided nearly one-fifth of Gavi's programme funding.

For more information please visit the IFFIm website: <https://iffim.org/>

Gavi Project

Established as a United Kingdom (UK) charity, with no employees, IFFIm functions through the partnership of four entities: donors, the IFFIm Board, the World Bank and Gavi. The IFFIm Board is responsible for setting its strategic direction and for governing IFFIm. While the World Bank provides treasury management service to IFFIm, the Gavi Secretariat is responsible for general operational support of IFFIm, including its communication activities. The Gavi Innovative Finance team coordinates overall Gavi's support to IFFIm.

Initially designed to frontload long-term donor pledges to accelerate routine immunisation, IFFIm's role has evolved over the years from being simply a frontloading vehicle to expanding into areas that serve Gavi more strategically and broadly. For example, it has developed a guarantee facility by leveraging its balance sheet for

Gavi's vaccine procurement. IFFIm has extended its powerful frontloading capacity to the Coalition for Epidemic Preparedness Innovation (CEPI) to accelerate research and development for new and commercially neglected vaccines against deadly epidemics, including COVID-19. Most recently, in the fight against the COVID-19 pandemic, IFFIm has emerged as an indispensable financing vehicle to accelerate funding for the [Gavi COVAX AMC](#) and help enable equitable access to COVID-19 vaccines

With its expanding roles, IFFIm's communications activities have also evolved, advancing IFFIm's business goals through organized, sustained communications that highlight both its leadership on socially responsible investing (SRI) and its impact on Gavi's life-saving mission through vaccine bonds. IFFIm has leveraged both traditional and digital media to engage with its key audiences who are also its stakeholders, namely donors, the global development community and a growing and diversifying investor around the world.

As IFFIm approaches its 15th year and building its past efforts, it aims to further strengthen its communications activities in 2022 while expanding its coverage on the global stage and strengthening engagement with its key stakeholders. A draft IFFIm communications strategy has been developed for implementation in 2022.

Gavi and IFFIm are seeking dedicated consultants or a firm that will provide a dedicated team to support the Gavi Innovative Finance team to implement the 2022 communications plan. The implementation requires working closely with the broader Gavi communications team and World Bank investor relations team in order to build overall synergies and alignment between Gavi's and IFFIm's messaging and communication strategy.

2.2 Scope of Work

The requirement involves the following key activities¹:

The communications consultants/firm shall provide the following support, as and when needed and directed to do so by the Gavi Innovative Finance team or Special Advisor to the IFFIm Board.

Traditional media

- Management of both proactive and reactive traditional media relations activities: pitching reporters, coordinating interviews and other responses to journalists
- In consultation with the IFFIm Board and Gavi Innovative Finance team, provide tactical support for IFFIm-Gavi events and smaller, targeted conferences and meetings, including development of talking points and preparation for speakers. Develop promotional and event materials for posting on www.iffim.org and social channels
- In consultation with the IFFIm Board and Innovative Finance Team, develop press releases about IFFIm, and serve as the primary media liaison for enquiries
- Support media and digital media engagement for key innovative finance events and announcements, helping to pitch press releases, op-eds, features and interview opportunities to key global contacts, as well as engaging through social and digital platforms; support media team in organizing press events in donor and prospective donor countries
- Draft and coordinate communication activities that support Gavi and IFFIm's programmatic partnerships and others focused on COVID-19 such as COVAX and CEPI
- Research, prepare presentations, and other support for IFFIm speakers and support the same for the Special Adviser for IFFIm Board members

Digital Media

- Provide editorial oversight of website content, in collaboration with the Gavi Innovative Finance team and website consultant at www.iffim.org. Coordinate webpage updates, with the goal of ensuring that new information (article links, stories, and events) is posted regularly
- Research and establish links between www.iffim.org and relevant partner websites. Periodically review links to ensure functionality and relevance
- In collaboration with the IFFIm website consultant, and in consultation with the Gavi Innovative Finance team, take the lead in defining the specifications to upgrade www.iffim.org with additional functionalities and features
- Work with the video and photo managers to create or coordinate multimedia content for the website and identify opportunities to leverage new images and video on IFFIm/Gavi digital channels
- Building on previous efforts, increase engagement on LinkedIn and partner social media channels
- Develop editorial work plan and draft articles for quarterly eNewsletters and end of year newsletter;
- Create assets to strengthen the IFFIm brand ([Resource Guide](#) revisions, banners, brochure, etc)
- Support and amplify traditional media activities on digital channels

Enabling communications

- In consultation with the Gavi Innovative Finance team and the IFFIm Board, develop and monitor communication plans
- Support Gavi in expanding IFFIm's media footprint to include new audiences and relevant platforms
- Prepare and present communications update at IFFIm Board meetings, Gavi internal meetings, and team meetings as requested
- Project management and coordination functions to include assisting with approval process.
- Ensure proper permissions have been obtained for use of partner logos in all IFFIm promotional materials
- Provide editing input for consistent style and grammatical correctness for all IFFIm communication materials
- Support communication needs for special projects and emerging needs
- Provide strategic advice as required
- Ensure coordination and alignment between traditional and digital media activities

2.3 Deliverables

The following deliverables shall be produced through the completing these tasks²:

- Develop traditional and digital strategy for selected platforms
- Communicate IFFIm's mission and narrative, and the vision of IFFIm's leadership through new innovative media coverage
- Place Op-Eds and arrange IFFIm Board member appearances on podcasts and other outlets capitalising on interest around bond issues to attract coverage in financial media
- Promote IFFIm by communicating about IFFIm transactions and other emerging news.
- Update IFFIm communications materials, such as the website, Resource Guide, brochures, messaging and more.

- Grow IFFIm’s new e-marketing programme with quarterly newsletters that deliver the latest news and strengthen connections with IFFIm’s partners and observers.
- Carry out activities that will draw more users to the IFFIm website and more engagement with IFFIm posts on social media
- Support board members’ speaking engagements and other IFFIm-related activities through social media promotion (on both IFFIm and partner social media), traditional media mentions (where possible) and input into messages and presentations as needed

2.4 Key Dates

The following key dates apply:

- 19/11/2021 – Bid submission deadline (CET)
- 10/12/2021 – Estimated Contract Award Date
- 24/01/2022 – Estimated Contract Start Date

2.5 Duration of the Work

Annual contract starting 24 January 2022. Review in December 2022. By mutual consent extension to 2023, if performance met.

2.6 Location of the Work

The scope of shall be performed at Gavi offices in Washington, DC, Geneva, or consultant’s office.

2.7 Work Context

The tasks shall be performed for Gavi Innovative Finance and the IFFIm Board in collaboration with Resource Mobilisation, Private Sector Partnerships, and Innovative Finance and Public Engagement and Information Services departments and other teams, as required.

Part 3: Evaluation and Scoring Approach

Gavi will base its initial evaluation on the Proposals submitted in response to the RFP.

In deciding which Bidders/s to shortlist Gavi will consider the results of the evaluation of each Proposal and the following additional information:

- i. Each Bidder's understanding of the Requirements, capability to fully deliver the Requirements and willingness to meet the terms and conditions of the Proposed Contract; and
- ii. The best value-for-money over the whole-of-life of the goods or services.

In deciding which Bidder/s, to shortlist Gavi may consider any of the following additional information:

- i. The results from past performance reference checks, site visits, product testing and any other due diligence;
- ii. The ease of negotiations with a Bidder based on that Bidder's feedback on the Proposed Contract (where these do not form part of the weighted criteria);
- iii. Any matter that materially impacts on Gavi's trust and confidence in the Bidder; and
- iv. Any other relevant information that Gavi may have in its possession;

Gavi will advise Bidders if they have been shortlisted. Being shortlisted does not constitute acceptance by Gavi of the Bidder's Proposal, or imply or create any obligation on to Gavi to enter into negotiations with, or award a Contract for delivery of the Requirements to any shortlisted Bidder/s.

3.1 Evaluation Committee

Gavi will convene an evaluation committee comprising members chosen for their relevant expertise and experience. In addition, Gavi may invite independent advisors to evaluate any Proposal, or any aspect of any Proposal.

3.2 Evaluation Model

The evaluation model is based on the weighting under section 3.5 (Evaluation Criteria).

- i. Gavi will first assess all bidders against the Pass/Fail Qualifying Criteria in Section 3.4 and bidders that do not meet the required criteria will be disqualified
- ii. Bidders passing the Qualifying criteria will then be evaluated against the Technical Evaluation criteria in section 3.5.1. Proposals must meet the minimum threshold defined in Section 3.5.1 "Technical and Sustainability Evaluation Criteria.
- iii. Bidders passing the minimum Technical score will then be evaluated against the Financial Evaluation criteria in Section 3.5.2. The maximum number of financial evaluation points will be allocated to the lowest priced financial proposal. Financial Proposals from other bidders will receive points in reverse proportion according to the following formula: $[\text{Maximum number of points for the Financial Proposal}] \times \frac{[\text{Lowest price}]}{[\text{Price of proposal being evaluated}]}$

3.3 Two-Envelope System

Members of the technical evaluation committee will score each Proposal based on the weighted Technical Criteria listed below (Section 3.4). Proposals will then be ranked according to their technical scores. Proposals that meet the required technical minimum shall then be progressed to the financial evaluation stage whereby different members of the tender evaluation committee shall conduct an assessment based on the weighted Financial

Criteria shown below. Collectively the tender evaluation committee will then determine which Proposals to shortlist/select based on best value-for-money over the whole-of-life of the Contract.

3.4 Qualifying Criteria

Each Proposal must meet all of the following qualifying criteria. Proposals which fail to meet one or more will be excluded from further consideration.

Bidders who are unable to meet all the qualifying criteria should conclude that they will not benefit from submitting a Proposal. The qualifying criteria for this procurement are:

No.	Criteria / Sub-Criteria
1.	Corporate Social Responsibility
a)	Bidders must provide a copy of their Corporate Social Responsibility Policy or documentation to demonstrate their commitment to sustainability, diversity, inclusion and the environment.
2.	Financial Stability
a)	Corporate Bidders must provide the past 3 (three) year Financial Statements: namely: Auditor's page, Income/P&L, Balance Sheet & Cash Flow. Individuals might be asked to provide a completed Vendor Form alongside with a valid ID document
3.	Reference contacts
a)	Bidders must be able to provide at least 3 reference contacts within their proposal

3.5 Evaluation Criteria

Each criteria will carry the weight indicated in the sub-weight column.

3.5.1 Technical and Sustainability

The technical and sustainability criteria for this procurement are:

No.	Criteria / Sub-Criteria	Sub-Weight (%)
1.	Technical Approach	15%
a)	Understanding of the requirements	
b)	Proposed Approach, Methodology and workplan	
c)	Identification of critical success factors	
2.	Expertise and Qualifications of Bidder Personnel	15%
a)	Quality of Team Leader	
b)	Quality of core team members	
c)	Quality of Advisory/ Admin	
3.	Proposed Team Structure and Country Presence	10%
a)	Proposed team structure	
b)	Team Location	
c)	Availability of the team members	
4.	Experience and Capabilities	

No.	Criteria / Sub-Criteria	Sub-Weight (%)
a)	Demonstrate strong past experience.	30%
b)	Reference list (including NGOs)	
a)	Experience communicating in the capital markets	
b)	Knowledge of responsible investing	
c)	Excellent writing/editing and verbal communication skills.	
e)	A strong track record as an implementer who thrives on managing a variety of key initiatives.	
f)	Demonstrated strong attention to detail while concurrently maintaining the ability to establish and follow routine processes and procedures.	
g)	Ability to meet strict deadlines and changing priorities.	
h)	Demonstrated interpersonal, problem-solving and communication skills.	
i)	Exercises initiative in undertaking routine assignments/projects without direct supervision.	
j)	Demonstrated experience in journalism, interviewing, writing and other media.	
k)	Knowledge of and experience with shooting and editing video is preferred.	
l)	Graphical design and layout experience.	
m)	Knowledge of Drupal CMS, Marketing Cloud and Salesforce CRM a plus	
n)	Demonstrated experience of marketing automation tools and social media strategies.	
6.	Sustainability	5% and/or 1 x Qualifying Criteria
a)	Economic consideration	
b)	Gender consideration	
c)	Social Equity consideration	
d)	Environment consideration	
e)	Innovation consideration	

Total Weight: 70/100

3.5.2 Financial

For the purposes of evaluation all financial Proposals will be converted into United states Dollars (USD).

The financial criteria for this procurement are:

No.	Criteria / Sub-Criteria	Sub-Weight (%)
1.	Financial evaluation points	

No.	Criteria / Sub-Criteria	Sub-Weight (%)
a)	Points for the Financial Proposal being evaluated = [Maximum number of points for the Financial Proposal] x [Lowest price] / [Price of proposal being evaluated]	30%

Total Weight: 30/100

3.6 Additional Information

Gavi may request additional information from Bidders to assist with the further evaluation of Proposals. Such information may include data, discussions or presentations to support part of, or the entire RFP. Bidders or their representatives must be available to provide any such additional information during the evaluation process.

3.7 Due Diligence

In addition to the above, Gavi may undertake due diligence processes in relation to shortlisted Bidders. The findings will be considered in the evaluation process. Should Gavi decide to undertake due diligence shortlisted Bidders will be provided with reasonable notice. The associated information requirements are set out at Section 4.4 – Due Diligence Submissions.

3.8 Negotiations

Gavi may invite a Bidder to enter into negotiations with a view to award a contract. Where the negotiations are unsuccessful the Gavi may discontinue negotiations with a Bidder and at its discretion initiate negotiations with a different Bidder. Gavi may initiate concurrent negotiations with more than one Bidder. In concurrent negotiations the Gavi will treat each Bidder fairly, and:

- i. Prepare a negotiation plan
- ii. Advise each Bidder that it wishes to negotiate with, that concurrent negotiations will be carried out
- iii. Hold separate negotiation meetings

Each Bidder agrees that any legally binding contract entered into between the Successful Bidder and Gavi will be essentially in the form set out in Part 6 - Proposed Contract.

3.9 Notification of outcome

At any point after conclusion of negotiations, but no later than 30 business days after the date the Contract is signed, Gavi will inform all unsuccessful Bidders.

3.10 Bidder debrief

A high level debrief on a bids relative strengths and weaknesses can be requested by email to procurement@gavi.org with the subject line “161-2021-GAVI-RFP– Debrief – [Bidder Name]”.

The relative strengths and weaknesses of the bid can be discussed, however Gavi is under no obligation to share exact scores, rankings or details of any other bid, including the winning bid.

Part 4: Bid Submission

4.1 Preliminary Information

This section sets out the necessary preliminary information for Bidders to submit in consideration for delivering the Requirement against any resultant Contract.

4.1.1 Intent to Participate, Acceptance of Confidentiality requirements and Conflict of Interest Declaration

Bidders are required to acknowledge their acceptance of the instructions and rules pertaining to this tender. Bidders are also required to provide the contract information for a representative who will be the point of contact for all matters relating to the RFP, no later than the Due Date for submission of Preliminary Information set out at Part 1 – RFP Timeline and Key Dates. Bidders are required to maintain confidentiality in all matters relating to this RFP and shall not disclose confidential information in connection with the RFP to any third party without prior written consent of Gavi.

Each Bidder must complete the Conflict of Interest online declaration and must immediately inform Gavi should a Conflict of Interest arise during the RFP process. A Conflict of Interest may result in the Bidder being disqualified from participating further in the RFP. This declaration must be provided to Gavi no later than the Due Date for Preliminary Information set out at Part 1 – RFP Timeline and Key Dates.

The Intent to Participate and Conflict of Interest Declaration form can be accessed via the following link: [Gavi Supplier Declaration Form](#)

4.2 Technical Proposal

Bidder's must ensure that the Technical Proposal is provided within dedicated electronic document/file and that no financial information, whatsoever is contained within. This is to ensure pricing information cannot be viewed when the Technical Proposal is under evaluation.

4.3 Financial Proposal

Bidders should submit the following financial information with their Financial proposal:

4.3.1 Pricing Information

Financial proposals submitted by Bidders must meet the following submission requirements:

- i. Be provided using the pricing schedule template provided at Annex B of this RFP.
- ii. Provide all price information net of tax.

Gavi's Headquarters Agreement with the Swiss Government Gavi is exempt from VAT, as well as customs taxes and duties in Switzerland. Consequently, your prices will have to be submitted to us net of any tax and in USD. The necessary documents will be sent to the selected provider(s) upon the ordering procedure.

- iii. Prices should be tendered in United states Dollars (USD). Prices submitted in any other currency will be evaluated based on the Gavi prescribed exchange rate of the closing of the bid date as the financial evaluation of the bids is completed in USD. Final contractual payments will be agreed by the parties during contract negotiations and can be made in the following Gavi accepted currencies:

- United states Dollars (USD)
 - Swiss Francs (CHF)
 - Euros (EUR)
 - Australian Dollars (AUD)
 - Canadian Dollars (CAD)
 - British Pounds (GBP)
 - Norwegian Krone (NOK)
 - Japanese Yen (JPY)
- iv. The pricing schedule should show a breakdown of all costs, fees, expenses and charges associated with the full delivery of the Requirements over the whole-of-life of the Contract. It must also clearly state total fixed costs, total variable costs and the total Contract price.
- v. All unit rates on which the price is based should be specified.
- vi. Submitted rates and prices shall be deemed to include all costs, insurances, taxes, fees, expenses, liabilities, obligations risk and other things necessary for the performance of the requirement. Any additional charge not stated in the Proposal, will not be allowed as a charge against any transaction under any resultant contract.
- vii. In preparing their Financial Proposal, Bidders should take into consideration all risks, contingencies and other circumstances relating to the delivery of the Requirements and include adequate provision in the Proposal and pricing information to manage such risks and contingencies.
- viii. Bidders should provide a narrative of all assumptions and qualifications made about the delivery of the Requirements, including in the and financial pricing information. Any assumption that Gavi or a third party will incur any cost related to the delivery of the Requirements should be stated, and the cost estimated if possible.
- ix. Where a Bidder has an alternative pricing template (i.e. a pricing approach that is different from the Gavi pricing schedule) it should be submitted as an alternative pricing schedule. However, the Bidder must also submit the Gavi pricing schedule.
- x. Where two or more Bidders intend to submit a joint or consortium Proposal the pricing schedule should include all costs, fees, expenses and charges chargeable by all Bidders.

4.4 Due Diligence Submission

Selected bidders may be asked to provide any of the information to facilitate Gavi due diligence processes:

- i. Completed Vendor Form.
- ii. Certificate of incorporation.
- iii. Proof of bank account and details.
- iv. Audited financial statements for the past three (3) years inclusive Auditor's page, Income/P&L, Balance Sheet & Cash Flow.
- v. Resumes of key management and/or project personnel.
- vi. Proof of Ownership structure.
- vii. References from previous customers (preferable international organisations).
- viii. Additional information if/as required e.g. Test Products, Site Visits, Police Checks for named personnel

4.5 Proposal Submission

Bidders must submit a copy of their Proposal to Gavi by email to: procurement@gavi.org

The subject heading of the email shall be **“161-2021-GAVI-RFP– Technical Proposal - [Bidder Name]”** and **“161-2021- – Financial Proposal - [Bidder Name]”**. Bidders may submit multiple emails (suitably annotated – e.g. Email 1 of 3) if the attached files are too large to suit a single email transmission.

Please ensure that the different Proposal elements are returned in either MS Office Format or PDF.

Part 5: RFP Instructions and Rules

5.1 Requests for Clarification

Bidders may submit requests for clarification of the solicitation documents and direct any questions regarding the RFP content or process to procurement@gavi.org using the subject line “161-2021-GAVI-RFP– Clarification - [Bidder Name]” using the below Q&A template



Q&A Template

All questions and requests for clarification must be submitted in writing to procurement@gavi.org. Direct communications with Gavi personnel are not permitted and Gavi reserves the right to disqualify Proposals that do not comply with this requirement. Questions should be submitted by the deadline set out in Part 1 – RFP Timeline and Key Dates. Gavi will respond to submitted questions and share responses (anonymously) with all Bidders who have submitted their Intent to Participate, to ensure transparency and fairness. Gavi retains the right to answer questions received after the deadline, when deemed necessary and beneficial for the outcome of the RFP.

5.2 Gavi Clarifications

Gavi may, at any time, request any Bidder to clarify their Proposal or provide additional information about any aspect of their Proposal. Gavi is not required to request the same clarification or information from each Bidder.

Bidders must provide the clarification or additional information in the format requested. Bidders will endeavour to respond to requests in a timely manner. Gavi may take such clarification or additional information into account in evaluating the Proposal.

Where a Bidder fails to respond adequately or within a reasonable time to a request for clarification or additional information, Gavi may cease evaluating the Bidders' Proposal and may exclude the Proposal from the RFP process.

5.3 Acceptance of Proposals

Proposals may be for all or part of the Requirement and may be accepted by Gavi either wholly or in part.

Gavi is under no obligation to accept the lowest priced Proposal or any Proposal and reserves the right to reject any Proposal including incomplete, conditional or proposals which do not comply with the RFP.

5.3.1 Late Proposals

Bidders are responsible for submitting their Proposals on or before the RFP closing date and time in accordance with Part 1 – RFP Timeline and Key Dates. Any Proposal received by Gavi later than the stipulated RFP closing date and time will not be evaluated by Gavi.

5.3.2 Withdrawal

Proposals may be withdrawn at any time prior to the RFP closing date and time by written notice to the Gavi.

5.3.3 Alternative Proposals

Bidders may submit alternative Proposals if they feel it may offer Gavi additional benefits whilst still complying with the RFP requirements. Gavi reserves the right to accept or reject any proposed alternative either wholly or in part.

5.3.4 Validity of Proposals

Proposals submitted in response to this RFP are to remain valid for a period of no less than ninety (90) days from the RFP closing date.

5.4 No representation or Warrantee

Gavi shall take all reasonable care to ensure that the RFP is accurate, however the Gavi gives no representation or warranty as to the accuracy or sufficiency of the contained information and that all Bidders will receive the same information. Bidders are required to read and fully understand all conditions, risks and other circumstances relating to the proposed contract prior to submitting a Proposal.

5.5 Costs of Preparing Proposals

The issuance of this RFP in no way commits Gavi to make an award nor commits Gavi to pay any costs or expenses incurred in the preparation or submission of Proposals or quotations. Bidders are solely responsible for their own expenses, if any, in preparing and submitting a Proposal to this tender

5.6 Confidentiality

Bidders must not, without Gavi prior written consent, disclose to any third party any of the contents of the RFP documents. Bidders must ensure that their employees, consultants and agents also are bound and comply with this condition of confidentiality.

This entire RFP and all related discussions, meetings, exchanges of information, and subsequent negotiations that may occur are confidential and are subject to the confidentiality terms and conditions of the Intent to Participate. Gavi and Bidder will each take reasonable steps to protect Confidential Information and without limiting any confidentiality undertaking agreed between them, will not disclose Confidential Information to a third party without the other's prior written consent. Gavi and Bidder may each disclose Confidential Information to any person who is directly involved in the RFP process on its behalf, such as officers, employees, consultants, contractors, professional advisors, evaluation panel members, partners, principals or directors, but only for the purpose of participating in the RFP.

5.7 Ownership of documents

Ownership of contents within the successful Proposal remain the property of Gavi or its licensors. However, the selected bidder grants to Gavi a non-exclusive, non-transferable, perpetual licence to retain, use, copy and disclose information contained in the Proposal for any purpose related to the RFP process.

5.8 Third party information

Each Bidder authorises Gavi to collect additional information, except commercially sensitive pricing information, from any relevant third party (such as a referee or a previous or existing client) and to use that information as part of its evaluation of the Bidder's Proposal. Each Bidder is to ensure that all referees listed in support of its Proposal agree to provide a reference. To facilitate discussions between Gavi and third parties each Bidder waives any confidentiality obligations that would otherwise apply to information held by a third party, with the exception of commercially sensitive pricing information.

5.9 Ethics

Bidders must not attempt to influence or provide any form of personal inducement, reward or benefit to any representative of Gavi in relation to the RFP. Gavi reserves the right to require additional declarations, or other evidence from a Bidder, or any other person, throughout the RFP process to ensure probity of the RFP process.

5.10 Anti-collusion and bid rigging

Bidders must not engage in collusive, deceptive or improper conduct in the preparation of their Proposals or other submissions or in any discussions or negotiations with Gavi. Such behaviour will result in the Bidder being disqualified from participating further in the RFP process. In submitting a Proposal, the Bidder warrants that its Proposal has not been prepared in collusion with a competitor. Gavi reserves the right, at its discretion, to report suspected collusive or anticompetitive conduct by Bidders to the appropriate authority and to give that authority all relevant information including a Bidders Proposal.

5.11 No binding legal relations

Neither the RFP, nor the RFP process, creates a process contract or any legal relationship between Gavi and any Bidder, except in respect of:

- i. The Bidder's declaration in its Proposal
- ii. The Proposal Validity Period
- iii. The Bidder's statements, representations and/or warranties in its Proposal and in its correspondence and negotiations with Gavi

No legal relationship is formed between Gavi and any Bidder unless and until a Contract is entered into between those parties.

5.12 Exclusion

Gavi may exclude a Bidder from participating in the RFP if Gavi has evidence of any of the following, and is considered by Gavi to be material to the RFP:

- i. The Bidder has failed to provide all information requested, or in the correct format, or materially breached a term or condition of the RFP.
- ii. The Proposal contains a material error, omission or inaccuracy.
- iii. The Bidder is in bankruptcy, receivership or liquidation.
- iv. The Bidder has made a false declaration.
- v. There is a serious performance issue in a historic or current contract delivered by the Bidder.
- vi. The Bidder has been convicted of a serious crime or offence.
- vii. There is professional misconduct or an act or omission on the part of the Respondent which adversely reflects on the integrity of the Bidder.
- viii. The Bidder has failed to pay taxes, duties or other levies.
- ix. The Bidder represents a threat to national security or the confidentiality of sensitive government information; and/or
- x. The Bidder is a person or organisation designated as a terrorist by any authority.

5.13 Gavi's additional rights

Despite any other provision in the RFP Gavi may, on giving due notice to Bidders:

- i. Amend, suspend, change the closing date or time, cancel or re-issue the RFP, or any part of the RFP without prior notice, explanation or reasoning.
- ii. Make any material change to the RFP (including any change to the RFP dates, Gavi's Requirements or Evaluation and Scoring Approach). Bidders shall be given a reasonable time within which to respond to the change.
- iii. Award a contract on the basis of initial offers received, without discussions or requests for best and final offers.
- iv. In exceptional circumstances, accept a late Proposal where it considers that it will not affect the fairness of the RFP process to other Bidders.
- v. Accept or reject any non-compliant, non-conforming or alternative Proposal.
- vi. At its discretion does not provide a response to any question arising submitted by a bidder.
- vii. Waive irregularities or requirements in or during the RFP process where it considers it appropriate and reasonable to do so.
- viii. Select any individual element/s of the requirements that is offered in a Proposal and capable of being delivered separately.
- ix. Selecting two or more Bidders to deliver the requirements in the RFP.

5.14 Governing Law

The terms of this RFP shall be interpreted and applied in accordance with their true meaning and intended effect independently of any system of national law, whether federal or state law. If a dispute or complaint is submitted to any mode of resolution and there is a need to refer to any law, the relevant Swiss law shall apply. No legal relationship is formed between Gavi and any Bidder unless a contract is entered into with a successful bidder.

5.15 Settlement of Disputes

Any Disputes arising out of this RFP shall be settled through a neutral mediator/conciliator in accordance with the conciliation rules adopted by the United Nations Commission of International Trade Law (UNCITRAL Conciliation Rules) presently in force, unless agreed otherwise determined by Gavi. The finding of the mediator/conciliator shall be final.

5.16 Protests and complaints

A Bidder may, in good faith, raise with Gavi any complaint about the RFP, or the RFP process at any time by email to procurement@gavi.org using the subject line "161-2021-GAVI-RFP – Complaint – [Bidder Name]".

Gavi will consider and respond promptly to the complaint. Both the Bidder and Gavi shall agree to act in good faith and use their best endeavours to resolve any complaint that may arise in relation to the RFP. The fact that a Bidder has raised an issue or complaint shall not to be used by Gavi to unfairly prejudice the Bidder's ongoing participation in the RFP process or future contract opportunities.

For complaints of serious nature, please refer to the [Gavi Alliance Whistle-blower Policy](#)

5.17 Acceptance

By submitting a Proposal, the Bidder accepts that it is bound by the Instructions and rules set out in Part 4 of this RFP.



The Proposed Contract sets out the terms and conditions that will apply to any contract arising from this RFP.

Part 6: Annexes

Annex A: Proposed Contract :Terms and Conditions

The terms and conditions for the proposed Contract under 161-2021-GAVI-RFP can be found here: [Gavi Alliance General Terms and Conditions for Services Agreements](#).

Any feedback on these terms and conditions is to be submitted pursuant to the process set out at Section 5.1 – Bidder Questions no later than the Final date for submitting Questions specified in Part 1 – RFP Timeline and Key Dates.

Gavi may pursuant to Part 4 - Evaluation and Scoring Approach, consider the ease of contracting with a Bidder based on that Bidder's feedback on the Terms and Conditions (where these do not form part of the weighted criteria) deciding which Bidder/s to shortlist.

Annex B: Financial Proposal/ Pricing Schedule Template

The financial proposal should be a standalone document (using excel). This should:

- Provide full details of your financial offer. This should include fixed costs and any variable costs.
- Indicate the components of your financial offer.
- We recommend using the template under this Annex



RFP 0Financial
Budget.xlsx

Annex C: Submission Checklist

Document Checklist	
Cover Letter which includes: <ul style="list-style-type: none"> - Name and address of the Service Provider - Name, title, telephone number, and e-mail address of the person authorized to commit the Service Provider to a contract - Name, title, telephone number, and e-mail address of the person to be contacted regarding the content of the proposal, if different from above - A signature of this letter done by a duly authorized representative of your company 	
<input type="checkbox"/> Gavi Declaration Form	<input type="checkbox"/> Financial Proposal
<input type="checkbox"/> Technical Proposal	<input type="checkbox"/> Pricing Schedule Template (if applicable)
<input type="checkbox"/> Corporate Social Responsibility	<input type="checkbox"/> Financial Stability
<input type="checkbox"/> Reference contracts	

Format Checklist	
<input type="checkbox"/> Technical proposal separates from commercial proposal (Two-Envelope System).	<input type="checkbox"/> All files are of the accepted type (PDF or MS Office applications).
<input type="checkbox"/> Separate emails prepared with subject names "161-2021-GAVI-RFP– Technical Proposal - [Bidder Name]" and "161-2021-GAVI-RFP– Financial Proposal - [Bidder Name]".	