



World Health
Organization

Bangladesh

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In reply please

Prospective Bidders

refer to :

RFP-SEARO-Bangladesh-2026-002

Your reference:

16 April 2026

Dear Sir/Madam,

Subject: Request for Proposal (RFP) for Advancing Eye Care: Roadmap to reduce vision impairment and prevent blindness in Bangladesh

WHO Bangladesh hereby invites proposals/bids from your Organization/Institute for carrying out the above-mentioned subject activity. You are requested to go through the attached "Request for Proposal" document, which includes, with list of Annexes, as follows:

1. Requirements, Quality and Qualification Requirements, Key Deliverables with timetable
2. The proposal
3. Instructions to Bidders
4. Evaluation of Proposals
5. Award Criteria
- Annex-1: Detailed Terms of Reference
- Annex-2: Confidentiality Undertaking
- Annex-3: Vendor Information Form
- Annex 4: Contractual Provisions
- Annex-5: Scoring Methodology, Detailed Technical Evaluation Criteria and Award Criteria
- Annex-6: Financial Proposal Template
- Annex-7: Self Declaration Form
- Annex-8: Statement of Conformity
- Annex-9: Statement of Copyright/Intellectual Property Right and Data ownership

Please send your technical and financial proposals in separate files/attachments in the e-tendering portal <https://ungm.in-tend.co.uk/who> on or before, 14:00hrs, 30 April 2026 as detailed in the Instructions to Bidders of the RFP document (part 3).

Bidders shall not include the pricing information within the technical proposal and any noncompliance proposal/bid with this instruction will lead to rejection of the proposal.

Please note that "THE WORLD HEALTH ORGANIZATION (WHO) DOES NOT ENTERTAIN ANY OVERHEAD/ADMINISTRATIVE COSTS WHATSOEVER OF THE BIDDERS FOR THE IMPLEMENTATION OF PROPOSED TECHNICAL WORK. THEREFORE, NO SUCH OVERHEAD/ADMINISTRATIVE COSTS SHOULD BE INCLUDED IN THE BIDS. Use of WHO emblem/logo in bidder's bid/proposal can also lead to rejection of that bid/proposal.

This letter including annexes is not to be construed in any way as an offer to contract with your company.

Thank you,

Yours sincerely,


Kristel Kadak Rahman
WHO Operations Specialist



... Encl.: as stated above



**World Health
Organization**

**Title: Advancing Eye Care: Roadmap to reduce vision impairment
and prevent blindness in Bangladesh**

Request for Proposals (RFP)

Bid Reference

RFP-SEARO-Bangladesh-2026-002

Country/Unit Name

BAN/NCD.

Closing Date:

[14:00hrs, 30 April 2026

Virtual Pre-bid meeting: 14:00hrs, 20 April 2026]



The World Health Organization (WHO) is seeking offers for **Advancing Eye Care: Roadmap to reduce vision impairment and prevent blindness in Bangladesh** .

Your Company Institution is invited to submit a proposal for the services in response to this Request for Proposals (RFP).

WHO is a public international organization, consisting of 194 Member States, and a Specialized Agency of the United Nations with the mandate to act as the directing and coordinating authority on international health work. As such, WHO is dependent on the budgetary and extra-budgetary contributions it receives for the implementation of its activities. Bidders are, therefore, requested to propose the best and most cost-effective solution to meet WHO requirements, while ensuring a high level of service.

1. Requirements

WHO requires the successful bidder, to carry out Advancing Eye Care: Roadmap to reduce vision impairment and prevent blindness in Bangladesh .

See detailed Terms of Reference in Annex 1 for complete information.

The successful bidder shall be a for profit / not for profit institution operating in the field of **Public Health** with proven expertise in in the area of disability inclusion or eye care or public health research with the following registration and legal/compliance requirements:

I. Legally entitled to run/operate the Institutes/organizations/companies as per the applicable rules for companies/NGOs in Bangladesh. WHO shall disqualify bidders during initial scrutiny if the required information and supporting documents are not provided with the technical proposal.

II. Capable to operate with all applicable local rates and costs for the expert (technical) and field services. WHO shall reserve the right to disqualify bidder(s) if they (they bidder) are found to have not asked rates/costs as per the applicable local rates and costs for the expert (technical) and field activities in implementing the desired technical services/works. WHO has its own parameter in determining the applicable local rates and costs for expert (technical) and field activities.

III. Have reputation and reliability in the development / humanitarian field of Bangladesh with capability to associate with other organization/individual to enhance their qualifications as per Technical Requirements

IV. Capable to implement the desired work/projects in specified location (project sites) utilizing own existing administrative, operational and logistical resources to implement the projects without adding up Overhead costs to the Purchaser (WHO).

THE WORLD HEALTH ORGANIZATION (WHO) DOES NOT ENTERTAIN ANY OVERHEAD/ ADMINISTRATIVE COSTS WHATSOEVER OF THE BIDDERS FOR THE IMPLEMENTATION OF PROPOSED TECHNICAL WORK. THEREFORE, NO SUCH OVERHEAD/ ADMINISTRATIVE COSTS SHOULD BE INCLUDED IN THE BIDS.

V. Project management structure is capable to ensure quality assurance procedure including project monitoring and evaluation and internal oversight..

The successful bidder is expected to demonstrate experience and list relevant projects as follows:

Mandatory experience:

- Having at least 5 years of experience working in the field of Public Health in Bangladesh. **(Need to provide valid proof).**
- Experience in assisting the government in the development of national strategic or technical document. **(Need to provide valid proof).**

Desirable experience:



Country/Unit Name BAN/NCD.

- At least 3 years' experience in the field of disability inclusion or eye care or any sensory function related public health intervention in Bangladesh with Government, WHO, other UN organization and/or international organizations.
- Experience in organizing at least 1 national or international level stakeholder consultation programme or situation assessment initiative in the public health sector.
- Possessing the organizational capacity to engage in policy level advocacy efforts through at least 2 consultation/advocacy programme with various Government Ministries, such as Health, Social Welfare or others.

Qualification and competencies of key professionals/ Staffing:

The selected contractor is expected to be dedicated at least the following human resources to the project:

a) Team Leader:

- Minimum Master degree in any relevant discipline (Medical Science, Social Science, Developmental Studies, etc.)
- Minimum 8-10 years' working experience **in public health/ eye care area**.

The designated team leader should be the same person all along implementation.

(Please attach resume of maximum 2 pages with the relevant information)

b. **Coordinator** *(Please attach resume of maximum 2 pages with the relevant information)*

- Minimum Graduate degree in any relevant discipline (Medical Science or Social Science)
- Minimum 5-7 years' working experience **in public health area**. Having experiences in development of national strategic or technical documents and organizing national or international stakeholder consultation programme will add additional values

C. **Programme Officer** *(Please attach resume of maximum 2 pages with the relevant information)*

- Minimum Graduate degree in any relevant discipline (Medical Science, Developmental Studies, Communication/Public Relations, etc.).
- Minimum 3 years' experience working in public health sector. Having experience in organizing national or international events/campaigns will add additional values

The bidder is expected to follow the instructions set forth below in the submission of their proposal to WHO.

2. Proposal

The proposal and all correspondence and documents relating thereto shall be prepared and submitted in the English language.

The proposal shall be concisely presented and structured to include the following information:

- Confidentiality Undertaking *(please complete Annex 2)*
- Presentation of your Company / Institution *(please complete Annex 3)*
- Proposed solution/ Intervention, Terms of References, *(Please see Annex 1)*
- Proposed Approach/Methodology *(Please see Annex 1)*
- Proposed timeline *(Please see Annex 1)*



- Financial proposal – the bidder shall quote a price in the template provided in annex-6 in a separate attachment. **There shall be no reflections of the financial quotes/inputs in the technical proposal and noncompliance with this requirement shall lead to the rejection of the bid.**
- Submission of Legal entity of the bidder, up to date TIN certificate, signed statement of conformity for no pending criminal /civil lawsuit, not declared “ Bankrupt/Ineligible/Banned”, no pending major lawsuits and litigations, not received any sanctioned by any UN Agencies, or diplomatic missions.
- Submission of Confidentiality Undertaking.
- Submission of Vendor Information Form/ Presentation of the company
- Annexes 2 & 3, duly completed and signed by a person or persons duly authorized to represent the bidder, to submit a proposal and to bind the bidder to the terms of this RFP
-

Information which the bidder considers confidential, if any, should be clearly marked as such.

3. Instructions to Bidders

The bidder must follow the instructions set forth in this RFP in the submission of their proposal to WHO.

A prospective bidder requiring clarification on technical, contractual or commercial matters may notify WHO via email at the following address no later than 21 April 2026. WHO Bangladesh office will organize a virtual Prebid meeting at 14:00 hours, 20 April 2026 with the bidders who would send their “Intention to bid” to WHO before 12:00 hours, 20 April 2026. WHO will share the meeting link to the interested bidders by 13:00 hours, 20 April 2026:

Email for submissions of all queries: sebanprocurement@who.int

(use Bid reference in subject line)

A consolidated document of WHO's responses to all questions (including an explanation of the query but without identifying the source of enquiry) will be sent to all prospective bidders who have received the RFP.

From the date of issue of this RFP to the final selection, contact with WHO officials concerning the RFP process shall not be permitted, other than through the submission of queries and/or through a possible presentation or meeting called for by WHO, in accordance with the terms of this RFP.

The bidder shall submit, in writing, the complete proposal to WHO, no later than **30 April 2026 at 14:00 hours Dhaka time** (“the closing date”), upload in separate envelopes in the below link:

the e-tendering portal- <https://ungm.in-tend.co.uk/who>

(use Bid reference in subject line)

To be complete, a proposal shall include:

- A technical proposal, in a separate file attachment as described under part 2 above, labelled as Technical Proposal for “Advancing Eye Care: Roadmap to reduce vision impairment and prevent blindness in Bangladesh”, including understanding availability of national data, reporting and monitoring systems.
The Technical Proposal shall be separated from Financial Proposal and **No financial information shall be indicated in the Technical Proposals, noncompliance to which will lead to rejection of the bid.**
- A financial proposal in a separate file attachment, as described under part 2 above labelled as Financial Proposal for Advancing Eye care.



- Annexes 2 & 3, duly completed and signed by a person or persons duly authorized to represent the bidder, to submit a proposal and to bind the bidder to the terms of this RFP.

Each proposal shall be marked Ref: RFP-SEARO-Bangladesh-2026-002 .

WHO may, at its own discretion, extend the closing date for the submission of proposals by notifying all bidders thereof in writing before the above closing date and time.

Any proposal received by WHO after the closing date for submission of proposals may be rejected. Bidders are therefore advised to ensure that they have taken all steps to submit their proposals in advance of the above closing date and time.

The offer outlined in the proposal must be valid for a minimum period of 90 calendar days after the closing date. A proposal valid for a shorter period may be rejected by WHO. In exceptional circumstances, WHO may solicit the bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Any bidder granting such an extension will not, however, be permitted to otherwise modify its proposal.

The bidder may withdraw its proposal any time after the proposal's submission and before the above mentioned closing date, provided that written notice of the withdrawal is received by WHO at the email address indicated above, before the closing date for submission of proposals.

No proposal may be modified after its submission, unless WHO has issued an amendment to the RFP allowing such modifications.

No proposal may be withdrawn in the interval between the closing date and the expiration of the period of proposal validity specified by the bidder in the proposal (subject always to the minimum period of validity referred to above).

WHO may, at any time before the closing date, for any reason, whether on its own initiative or in response to a clarification requested by a (prospective) bidder, modify the RFP by written amendment. Amendments could, *inter alia*, include modification of the project scope or requirements, the project timeline expectations and/or extension of the closing date for submission.

All prospective bidders that have received the RFP will be notified in writing of all amendments to the RFP and will, where applicable, be invited to amend their proposal accordingly.

All bidders must adhere to the UN Supplier Code of Conduct, which is available on the WHO procurement website at <http://www.who.int/about/finances-accountability/procurement/en/>.

4. Evaluation

Before conducting the technical and financial evaluation of the proposals received, WHO will perform a preliminary examination of these proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the proposals are generally in order. Proposals which are not in order as aforesaid may be rejected.

The evaluation panel will evaluate the technical merits of all the proposals which have passed the preliminary examination of proposals based on the following weighting:

| | |
|----------------------|--------------------------|
| Technical Weighting: | 70 % of total evaluation |
|----------------------|--------------------------|



| | |
|----------------------|--------------------------|
| Financial Weighting: | 30 % of total evaluation |
|----------------------|--------------------------|

The technical evaluation of the proposals will include:

| | |
|---|------------|
| | |
| Experience of the firm in carrying out related project | 200 |
| Quality of the overall proposal with proposed timeline | 300 |
| Qualifications and competence of the personnel proposed for the assignment | 200 |
| | |
| TOTAL | 700 |

The scoring scale per criteria was defined as follows:

| Criteria evaluated as: | Based on the following supporting evidence: | Corresponds to the score of: |
|------------------------|---|------------------------------|
| Excellent | Excellent evidence of ability to exceed requirements | 100% |
| Good | Good evidence of ability to exceed requirements | 90% |
| Satisfactory | Satisfactory evidence of ability to support requirements | 70% |
| Poor | Marginally acceptable or weak evidence of ability to support requirements | 40% |
| Very Poor | Lack of evidence to demonstrate ability to comply with requirements | 10% |
| No submission | Information has not been submitted or is unacceptable | 0% |

The number of points which can be obtained for each evaluation criterion is specified above and indicates the relative significance or weight of the item in the overall evaluation process.

A minimum of [**490 out of 700**] points is required to pass the technical evaluation.

The final evaluation will combine the weighted scores of both technical and financial proposals to come up with a cumulative total score.

Please note that WHO is not bound to select any bidder and may reject all proposals. Furthermore, since a contract would be awarded in respect of the proposal which is considered most responsive to the needs of the project concerned, due consideration being given to WHO's general principles, including the principle of best value for money, WHO does not bind itself in any way to select the bidder offering the lowest price.

WHO may, at its discretion, ask any bidder for clarification of any part of its proposal. The request for clarification and the response shall be in writing. No change in price or substance of the proposal shall be sought, offered or permitted during this exchange.

NOTE: Individual contact between WHO and bidders is expressly prohibited both before and after the closing date for submission of proposals.

5. Award

WHO reserves the right to:

- a) Award the contract to a bidder of its choice, even if its bid is not the lowest;
- b) Award separate contracts for parts of the work, components or items, to one or more bidders of its choice, even if their bids are not the lowest;



- c) Accept or reject any proposal, and to annul the solicitation process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders and without any obligation to inform the affected bidder or bidders of the grounds for WHO's action;
- d) Award the contract on the basis of the Organization's particular objectives to a bidder whose proposal is considered to be the most responsive to the needs of the Organization and the activity concerned;
- e) Not award any contract at all.

WHO has the right to eliminate bids for technical or other reasons throughout the evaluation/selection process. WHO shall not in any way be obliged to reveal, or discuss with any bidder, how a proposal was assessed, or to provide any other information relating to the evaluation/selection process or to state the reasons for elimination to any bidder.

NOTE: WHO is acting in good faith by issuing this RFP. However, this document does not oblige WHO to contract for the performance of any work, nor for the supply of any products or services.

At any time during the evaluation/selection process, WHO reserves the right to modify the scope of the work, services and/or goods called for under this RFP. WHO shall notify the change to only those bidders who have not been officially eliminated due to technical reasons at that point in time.

WHO reserves the right at the time of award of contract to extend, reduce or otherwise revise the scope of the work, services and/or goods called for under this RFP without any change in the base price or other terms and conditions offered by the selected bidder.

WHO also reserves the right to enter into negotiations with one or more bidders of its choice, including but not limited to negotiation of the terms of the proposal(s), the price quoted in such proposal(s) and/or the deletion of certain parts of the work, components or items called for under this RFP.

Within 30 days of receipt of the contract between WHO and the successful bidder (the "Contract"), the successful bidder shall sign and date the Contract and return it to WHO according to the instructions provided at that time. If the bidder does not accept the Contract terms without changes, then WHO has the right not to proceed with the selected bidder and instead contract with another bidder of its choice. The Contract will include, without limitation, the provisions set forth in Annex 3.

Any and all of the contractor's (general and/or special) conditions of contract are hereby explicitly excluded from the Contract, i.e., regardless of whether such conditions are included in the Contractor's offer, or printed or referred to on the Contractor's letterhead, invoices and/or other material, documentation or communications.

We look forward to receiving your response to this RFP.

Yours sincerely,
Kristel Kadak Rahman
Operations Specialist
WHO Bangladesh



Annexes

1. Detailed Terms of Reference
2. Confidentiality Undertaking
3. Vendor Information Form
4. Contractual provisions
5. Annex 5: Detailed evaluation criteria
6. Annex 6 Financial Proposal Template
7. Annex 7: Self Declaration Form
8. Annex 8: Statement of Conformity
9. Annex 9: Statement of Copyright



Annex 1: Detailed Terms of Reference

1. Purpose of the APW

The purpose of this APW is to engage an expert organization/institution to support the government, to develop a roadmap to strengthen Refractive Error, Cataract and Diabetic Retinopathy management in Bangladesh.

2. Background

Eye health is central to well-being, productivity, learning, and national development. Estimated 2.2 billion people live with near or distance vision impairment, and the global economic cost of blindness and moderate-to-severe vision loss reached US\$ 411 billion in 2020, which is about 0.3% of global GDP . In 2021, the Seventy-fourth Session of the WHO Regional Committee for South-East Asia (SEA) called for a regional action plan for integrated people-centered eye care aligned with the 2030 global targets for cataract and refractive error coverage, endorsed by the Seventy-fourth World Health Assembly. In response, the Action Plan for Integrated People-Centered Eye Care in South-East Asia 2022–2030 was developed and endorsed in the Regional Committee meeting in 2022, setting targets of 40-percentage point increase in effective coverage of refractive error; 30-percentage point increase in effective cataract surgery coverage (eCSC) and at least 80% of people with diabetes screened regularly for retinopathy, and 80% of those identified with sight-threatening diabetic retinopathy (DR) receiving treatment.

In Bangladesh, National Council for the Blind was established and became functional in 1998. The government initiated the functions of the National Eye Care Programme, with the key objective of preventing avoidable blindness and strengthening eye management systems within primary health care facilities by establishing community vision centers, since Bangladesh was a signatory member state to Vision 2020, a global campaign for the elimination of avoidable blindness. According to the Nationwide Blindness Survey 2020, 07 in every 100 adults aged 30 years or older suffer from any degree of visual impairment and cataract and refractive error (RE) were the leading causes. The prevalence of uncorrected RE and spectacle coverage was 48.6% and 26% in 2020 , reflecting the high burden and the importance of access to eye care services at the community level at affordable costs. Treatment coverage for cataracts is relatively low. Although the government conducted national eye care screening campaign, scaled up cataract surgery programme and started distribution of the spectacles, however due to shortage of available resources, not all vision centers are currently functioning. Despite the rising prevalence of diabetes, the lack of nationally representative data on DR remains a major constraint which ultimately affects overall eye care service coverage and management systems. In 2024, WHO launched the SPECS 2030 initiative to tackle refractive error with coordinated actions across the 5 strategic pillars . Considering the growing burden of the visual impairment and blindness and to achieve the universal health coverage and SEA regional targets, the government of Bangladesh underscores the importance of implementing the SPECS 2030 initiatives, improving cataract treatment with a strong focus on ensuring systematic screening, timely referral, and appropriate treatment for diabetic retinopathy among all people living with diabetes.

3. Planned timelines (subject to confirmation)

The Contractual Partner will be required to complete the activity within six months of signing the contract, preferably starting from the second week of May 2026

Total duration: Six months

4. Place of the assignment: Dhaka division

5. Requirements - Work to be performed

Objectives:

This initiative aims to provide technical support to the Government of Bangladesh through a multisectoral engagement process to develop a roadmap that will:

- Strengthen Refractive Error (RE) services through the implementation of the SPECS 2030 initiative;
- Enhance the management of Diabetic Retinopathy (DR) and Cataract at primary healthcare facilities:

6. Terms of References:

In consultation with the relevant officials of the government and Technical Officers of the World Health Organization, the contractual partner will need to perform the following activities:

Output 1: SWOT analysis and establishment of a technical advisory group

- 1.1: Constitute a Technical Advisory Group comprising experts from relevant ministries, civil society organizations, UN agencies, and other stakeholders to provide strategic guidance and technical insights.
- 1.2: Identify and map key stakeholders involved in eye-care services, along with their roles and areas of work.
- 1.3: Review existing national resources in Bangladesh related to eye care—particularly for RE services, cataract and DR management to understand the overall situation.
- 1.4: Identify existing challenges, risks, and opportunities, and prepare a detailed report outlining the findings and recommendations.

Output 2: Assessment of the current situation of eye care in Bangladesh

- 2.1: Assess the current country context using the WHO eye care situation analysis tool (ECSAT).
- 2.2: Identify two primary healthcare facilities near Dhaka where eye-care services are limited.
- 2.3: Organize two facility assessment visits at selected health facilities, involving a maximum of ten participants, including government officials and partners, to observe service delivery and assess challenges related to implementing the SPECS 2030 initiatives.
- 2.4: Prepare a detailed report with key findings and recommendations.

Output 3: Launching of SPECS 2030 initiatives and develop Multisectoral Action Plan on RE, Cataract and DR Management

- 3.1: Prepare a draft plan for conducting a workshop to develop the multisectoral action plan and launch the SPECS 2030 initiative in Bangladesh.
- 3.2: Coordinate with national and international experts (WHO regional office and headquarters) to finalize the workshop date, agenda, and times along with launching event.
- 3.3: Finalize a list of maximum of hundred relevant experts from different ministries, organization and facilitate invitations through appropriate channel.
- 3.4: Organize a one-and-a-half-day workshop along with launching event of SPECS 2030 initiatives with experts, including food, refreshment and other arrangements (excluding accommodation) at a suitable UN-recommended hotel/auditorium in Dhaka to let all be informed about the new interventions and gather technical inputs for the action plan.
- 3.5: Develop relevant resources or IEC materials for the launching event and workshop.
- 3.6: Prepare a draft action plan based on summarizing key insights and recommendations of the workshop.
- 3.7: Finalize the draft multisectoral action plan based on the feedback of the Technical Advisory Group.
- 3.8: Submit the final draft action plan and all relevant documents for endorsement at the Ministry of Health and Family Welfare.

7. Deliverables:

- Situation assessment report outlining key challenges and recommendations.
- SPECS 2030 launch event report, including high-resolution photographs and an event flyer.



Country/Unit Name BAN/NCD.

- Final draft of the multisectoral action plan.

8. Expected Outcomes:

This initiative will inform policymakers and stakeholders about the SPECS 2030 framework and engage them in coordinated, multisectoral collaboration—with clearly defined roles and responsibilities—to strengthen RE, Cataract and DR management, and improve overall eye care in Bangladesh to meet the regional targets of “Action plan for integrated people-centered eye care in South-East Asia 2022–2030”.

9. Proposed activities with timeline: Tentative starting date- 15 May 2026

| Proposed activities | Month 1 | Month 2 | Month 3 | Month 4 | Month 5 | Month 6 |
|--|---------|---------|---------|---------|---------|---------|
| Signed agreement, finalization of the Technical Advisory Group approved by the relevant authority, final workshop agenda and participant list | | | | | | |
| *Organize facility assessment visit, facilitate invitation for participants, resource persons, venue finalization, organize SPECS 2030 launching event and workshop | | | | | | |
| Submission of the situation assessment and SWOT analysis report, along with the stakeholder mapping list | | | | | | |
| Submission of SPECS 2030 launch event report with a one-pager flyer and workshop completion report with necessary documents. | | | | | | |
| Submission of the draft of the action plan | | | | | | |
| Submission of the project completion report with photos and financial and other necessary documents. | | | | | | |
| <p>N.B- Upon receiving the contract, the contractual partner must consult with the government and WHO to develop the final work plan and prioritize the activities for implementation. The facility assessment visit and launching event along with workshop need to be organized first (preferably within two months) after the contract is signed.</p> <p>*Priority</p> | | | | | | |

10. Inputs:

As mentioned above, in terms of references.

11. Deliverables for payment:

| SL NO | Deliverables | Released Amount | Timeline (Tentative) |
|-------|--|-----------------|----------------------|
| 1 | Upon submission of the signed Contract | 0% | 15 May 2026 |



Country/Unit Name BAN/NCD.

| | | | |
|---|--|-----|------------------|
| 2 | Submission of the draft workplan and inception report | 40% | 31 May 2026 |
| 3 | Submission of workshop and launching event report with a one-pager flyer | 20% | 30 August 2026 |
| 4 | Submission of the situation assessment report and draft action plan | 20% | 15 October 2026 |
| 5 | Project completion report, final draft of the action plan financial reports and other relevant documents | 20% | 14 November 2026 |

12. Activity Coordination & Reporting

| | | | |
|------------------------|--|--------|--|
| Technical Officer: | Dr Watin Alam, (National Professional Officer) | Email: | alamkh@who.int |
| For the purpose of: | Technical supervision and instructions - Reporting | | |
| Operations Specialist: | Kristel Kadak-Rahman | Email: | kristel.kadakrahman@who.int |
| For the purpose of: | Contractual and financial management of the contract | | |

13. Characteristics of the Provider

Mentioned in requirements (1) of the proposal.



Annex 2: Confidentiality Undertaking

1. The World Health Organization (WHO), acting through its Department of **Bangladesh/BAN NCD**, has access to certain information relating to **Disability inclusion / Eye care** which it considers to be proprietary to itself or to entities collaborating with it (hereinafter referred to as "the Information").
2. WHO is willing to provide the Information to the Undersigned for the purpose of allowing the Undersigned to prepare a response to the Request for Proposal (RFP) for "**Advancing Eye Care: Roadmap to reduce vision impairment and prevent blindness in Bangladesh**" ("the Purpose"), provided that the Undersigned undertakes to treat the Information as confidential and proprietary, to use the Information only for the aforesaid Purpose and to disclose it only to persons who have a need to know for the Purpose and are bound by like obligations of confidentiality and non-use as are contained in this Undertaking.
3. The Undersigned undertakes to regard the Information as confidential and proprietary to WHO or parties collaborating with WHO, and agrees to take all reasonable measures to ensure that the Information is not used, disclosed or copied, in whole or in part, other than as provided in paragraph 2 above, except that the Undersigned shall not be bound by any such obligations if the Undersigned is clearly able to demonstrate that the Information:
 - a) was known to the Undersigned prior to any disclosure by WHO to the Undersigned (as evidenced by written records or other competent proof);
 - b) was in the public domain at the time of disclosure by or for WHO to the Undersigned;
 - c) becomes part of the public domain through no fault of the Undersigned; or
 - d) becomes available to the Undersigned from a third party not in breach of any legal obligations of confidentiality (as evidenced by written records or other competent proof).
4. The Undersigned further undertakes not to use the Information for any benefit, gain or advantage, including but not limited to trading or having others trading in securities on the Undersigned's behalf, giving trading advice or providing Information to third parties for trade in securities.
5. At WHO's request, the Undersigned shall promptly return any and all copies of the Information to WHO.
6. The obligations of the Undersigned shall be of indefinite duration and shall not cease on termination of the above mentioned RFP process.
7. Any dispute arising from or relating to this Undertaking, including its validity, interpretation, or application shall, unless amicably settled, be subject to conciliation. In the event of the dispute is not resolved by conciliation within thirty (30) days, the dispute shall be settled by arbitration. The arbitration shall be conducted in accordance with the modalities to be agreed upon by the Undersigned and WHO or, in the absence of agreement within thirty (30) days of written communication of the intent to commence arbitration, with the rules of arbitration of the International Chamber of Commerce. The Undersigned and WHO shall accept the arbitral award as final.
8. Nothing in this Undertaking, and no disclosure of Information to the Undersigned pursuant to its terms, shall constitute, or be deemed to constitute, a waiver of any of the privileges and immunities enjoyed by WHO under national or international law, or as submitting WHO to any national court jurisdiction.

Acknowledged and Agreed:

| | |
|--|-------------------------|
| Entity Name: | |
| Mailing Address: | |
| Name and Title of duly authorized representative: | |
| Signature: | |
| Date: | |



Annex 3: Vendor Information Form

Company Information to be provided by the Vendor submitting the proposal

UNGM Vendor ID Number:

*If available – Refer to WHO website for registration process**

Legal Company Name:

(Not trade name or DBA name)

Company Contact:
Address:
City:
State:
Country:
Zip:
Telephone Number:
Fax Number:
Email Address:
Company Website:
Corporate information:
Company mission statement

Service commitment to customers and measurements used
(if available)

Organization structure (include description of those parts of your organization that would be involved in the performance of the work)

Relevant experience (how could your expertise contribute to WHO's needs for the purpose of this RFP) –
Please attach reference and contact details

Staffing information

* <http://www.who.int/about/finances-accountability/procurement/en/>



Annex 4: Contractual Provisions

Within 30 days of receipt of the contract between WHO and the successful bidder (the “Contract”), the successful bidder shall sign and date the Contract and return it to WHO according to the instructions provided at that time. If the bidder does not accept the Contract terms without changes, then WHO has the right not to proceed with the selected bidder and instead contract with another bidder of its choice. The Contract will include, without limitation, the provisions set forth below (with the successful bidder referred to below as the “Contractor”):

1. **Compliance with WHO Codes and Policies.** By entering into the Contract, the Contractor acknowledges that it has read, and hereby accepts and agrees to comply with, the WHO Policies (as defined below). In connection with the foregoing, the Contractor shall take appropriate measures to prevent and respond to any violations of the standards of conduct, as described in the WHO Policies, by its employees and any other natural or legal persons engaged or otherwise utilized to perform any services under the Contract.

Without limiting the foregoing, the Contractor shall promptly report to WHO, in accordance with the terms of the applicable WHO Policies, any actual or suspected violations of any WHO Policies of which the Contractor becomes aware.

For purposes of the Contract, the term “WHO Policies” means collectively: (i) the WHO Code of Ethics and Professional Conduct; (ii) the WHO Policy Directive on Protection from sexual exploitation and sexual abuse (SEA); (iii) the WHO Policy on Preventing and Addressing Abusive Conduct; (iv) the WHO Code of Conduct for responsible Research; (v) the WHO Policy on Whistleblowing and Protection Against Retaliation; (vi) the WHO Policy on Prevention, Detection and Response to Fraud and Corruption, and (vii) the UN Supplier Code of Conduct, in each case, as amended from time to time and which are publicly available on the WHO website at the following links: <http://www.who.int/about/finances-accountability/procurement/en/> for the UN Supplier Code of Conduct and at <http://www.who.int/about/ethics/en/> for the other WHO Policies.

2. **Zero tolerance for sexual exploitation and abuse, sexual harassment and other types of abusive conduct.** WHO has zero tolerance towards sexual exploitation and abuse, sexual harassment and other types of abusive conduct. In this regard, and without limiting any other provisions contained herein:

(i) each legal entity Contractor warrants that it will: (i) take all reasonable and appropriate measures to prevent sexual exploitation or abuse as described in the WHO Policy Directive on Protection from sexual exploitation and sexual abuse (SEA), and/or sexual harassment and other types of abusive conduct as described in the WHO Policy on Preventing and Addressing Abusive Conduct by any of its employees and any other natural or legal persons engaged or otherwise utilized to perform the work under the Contract; and (ii) promptly report to WHO and respond to, in accordance with the terms of the respective Policies, any actual or suspected violations of either Policy of which the Contractor becomes aware; and

(ii) each individual Contractor warrants that he/she will (i) not engage in any conduct that would constitute sexual exploitation or abuse as described in the WHO Policy Directive on Protection from sexual exploitation and sexual abuse (SEA), and/or sexual harassment and other types of abusive conduct as described in the WHO Policy on Preventing and Addressing Abusive Conduct. Without limiting the foregoing, the individual Contractor shall promptly report to WHO, in accordance with the terms of the respective Policies, any actual or suspected violations of either Policy of which the individual Contractor becomes aware.

3. **Tobacco/Arms Related Disclosure Statement.** The Contractor may be required to disclose relationships it may have with the tobacco and/or arms industry through completion of the WHO Tobacco/Arms



Disclosure Statement. In the event WHO requires completion of this Statement, the Contractor undertakes not to permit work on the Contract to commence, until WHO has assessed the disclosed information and confirmed to the Contractor in writing that the work can commence.

4. **Anti-Terrorism and UN Sanctions; Fraud and Corruption.** The Contractor warrants for the entire duration of the Contract that:

i. it is not and shall not be involved in, or associated with, any person or entity associated with terrorism, as designated by any UN Security Council sanctions regime, that it shall not make any payment or provide any other support to any such person or entity and that it shall not enter into any employment or other contractual relationship with any such person or entity;

ii. it shall not engage in any fraudulent or corrupt practices, as defined in the WHO Policy on Prevention, Detection and Response to Fraud and Corruption, in connection with the execution of the Contract;

iii. it shall take all necessary measures to prevent the financing of terrorism and/or any fraudulent or corrupt practices as referred to above in connection with the execution of the Contract; and

iv. it shall promptly report to WHO, through the WHO Integrity Hotline or directly to the WHO Office of Internal Oversight Services (IOS), any credible allegations of actual or suspected fraudulent or corrupt practices, as defined in the WHO Policy on Prevention, Detection and Response to Fraud and Corruption of which the Contractor becomes aware and respond to such allegations in an appropriate and timely manner in accordance with its respective rules, regulations, policies and procedures. Furthermore, the Contractor agrees to cooperate with WHO and/or parties authorized by WHO in relation to the response. Relevant information on the nature of any credible allegations of such actual or suspected violations, as well as the details of the intended response and the outcome of any such response, should be communicated and coordinated with WHO, with the understanding that, subject to the terms of the WHO Policy on Prevention, Detection and Response to Fraud and Corruption, confidentiality and the due process rights of those involved will be respected.

In the event that any resources, assets and/or funds provided to or acquired by the Contractor under the Contract are found to have been used by the Contractor, its employees or any other natural or legal persons engaged or otherwise utilized to perform any work under the Contract, to finance, support or conduct any terrorist activity or any fraudulent or corrupt practices, the Contractor shall promptly reimburse and indemnify WHO for such resources, assets and/or funds (including any liability arising from such use).

5. **Breach of essential terms.** The Contractor acknowledges and agrees that each of the provisions of paragraphs 1, 2, 3 and 4 above constitutes an essential term of the Contract, and that in case of breach of any of these provisions, WHO may, in its sole discretion, decide to:

i. terminate the Contract, and/or any other contract concluded by WHO with the Contractor, immediately upon written notice to the Contractor, without any liability for termination charges or any other liability of any kind; and/or

ii. exclude the Contractor from participating in any ongoing or future tenders and/or entering into any future contractual or collaborative relationships with WHO.

WHO shall be entitled to report any violation of such provisions to WHO's governing bodies, other UN agencies, and/or donors.



6. **Use of WHO Name and Emblem.** Without WHO's prior written approval, the Contractor shall not, in any statement or material of an advertising or promotional nature, refer to the Contract or the Contractor's relationship with WHO, or otherwise use the name (or any abbreviation thereof) and/or emblem of the World Health Organization.

7. **Assurances regarding procurement.** If the option for payment of a maximum amount applies, to the extent the Contractor is required to purchase any goods and/or services in connection with its performance of the Contract, the Contractor shall ensure that such goods and/or services shall be procured in accordance with the principle of best value for money. "Best value for money" means the responsive offer that is the best combination of technical specifications, quality and price.

8. **Audit and Investigations.** WHO may request a financial and operational review or audit of the work performed under the Contract, to be conducted by WHO and/or parties authorized by WHO, and the Contractor undertakes to facilitate such review or audit. This review or audit may be carried out at any time during the implementation of the work performed under the Contract, or within five years of completion of the work. In order to facilitate such financial and operational review or audit, the Contractor shall keep accurate and systematic accounts and records in respect of the work performed under the Contract. Similarly, WHO may initiate an investigation into credible allegations of fraud and corruption and other forms of misconduct based on information received in accordance with its respective policies, procedures and rules.

In this context, the Contractor shall make available, without restriction, to WHO and/or parties authorized by WHO:

- i. the Contractor's books, records and systems (including all relevant financial and operational information) relating to the Contract; and
- ii. reasonable access to the Contractor's premises and personnel.

The Contractor shall provide satisfactory explanations to all queries arising in connection with the aforementioned audit and access rights.

WHO may request the Contractor to provide complementary information about the work performed under the Contract that is reasonably available, including the findings and results of an audit (internal or external) conducted by the Contractor and related to the work performed under the Contract.

9. **Publication of Contract.** Subject to considerations of confidentiality, WHO may acknowledge the existence of the Contract to the public and publish and/or otherwise publicly disclose the Contractor's name and country of incorporation, general information with respect to the work described herein and the Contract value. Such disclosure will be made in accordance with WHO's Information Disclosure Policy and shall be consistent with the terms of the Contract.



Annex 5: Detailed evaluation criteria

Technical Evaluation and selection criteria guidelines and matrix of Proposals:

- Two-stage procedure will be followed in evaluating the proposals, with technical evaluation of the proposal being completed prior to any focus on or comparison of prices.
- The Technical proposal will be opened initially and the bids which passed preliminary examination/scrutiny process in the light of instructions to bidders will be evaluated by the concerned teams of WHO.
- During the technical evaluation process, financial envelopes will remain sealed/unopened. The financial bids of the successful bidders, whose proposal are compliant in terms of the requirements of the bid, will be considered eligible for financial evaluation.

WHO shall determine the qualification of the bidders in terms of Legal Entity and Eligibility for “Advancing Eye Care: Roadmap to reduce vision impairment and prevent blindness in Bangladesh,” on a “PASS/FAIL (YES/NO)” basis as per the qualification criteria detailed under Table 1 below. If Bidder (s) fails to pass the following qualification questions, they will not be considered for the next step, e.g. evaluation of bids/quotations as per the detailed weighted evaluation criteria and scoring matrix stage.

A. "PASS/FAIL (YES/NO)" – Questions

| Requirement | Qualification Criteria | Supporting Documents to be provided by the Bidder | YES/NO |
|---|------------------------------|---|--------|
| i. Registered as a legal entity in Bangladesh | Legal entity of the Bidder | Copies of up-to-date Trade license and or certificate of incorporation or registration certificates with National Board of Investments or NGO Affairs Bureau. | |
| ii. Past performance of the bidder(s) with WHO is satisfactory and without any internal limitation/restrictions for future contracts by WHO (applicable only for bidders who had performed/is performing for WHO under any contract with WHO Bangladesh). | Eligibility of the bidder | Internal review report (of WHO-bidders are not required to submit any documents). | |
| iii. At least 5 years' experience with Government, WHO, other UN organization and/or international organizations in the field of public health in Bangladesh | Total relevant Experience | Work completion certificate/ report/ link to report/ related contracts from any procurement entity to prove the experiences | |
| iv. Experience in assisting the government in the development of national strategic or technical document. | | Report or document etc. | |
| v. The company is compliant with the up-to-date tax/vat rules/regulation of the Government of Bangladesh | VAT Compliant Organization | up-to-date TIN Certificate | |
| vi. No pending Criminal/Civil lawsuits against the bidder's company/firm | Eligibility of the Bidder as | Signed Self Declaration form. Signed Statement of Conformity. | |



Country/Unit Name BAN/NCD.

| Requirement | Qualification Criteria | Supporting Documents to be provided by the Bidder | YES/NO |
|---|------------------------|---|--------|
| vii. The bidder's company/ firm is not declared "Bankrupt/Ineligible/Banned" by any of the court in the country | per WHO criteria | | |
| viii. here is no pending major lawsuits and litigations against the bidder's company/firm in excess of USD 100,000 at risk | | | |
| ix. he bidder's company/firm has not received any sanctioned by any UN Agencies, World Bank/ADB or diplomatic missions in the Country | | | |
| x. Supplier is eligible as per the self declaration of the eligible criteria applicable to private and public companies. | | | |

Award, Scoring and Weighted System/Methodology:

Award

- The bid of "the highest overall Technical and Financial scores" of 1,000 points will be awarded. **Score/Point distributed as per the Weighting matrix in Part of 4 of this RFP: 700 points for Technical Proposal and 300 points for the Financial Proposal.**

A minimum of [490 out of 700] points is required to pass the technical evaluation.

Scoring and Weighting System:

The weighted scale, weight, weighted evaluation criteria and points/scores for each criteria/sub-criterion under Technical Evaluation with total points (700) are provided below:

| Criteria evaluated as: | Based on the following supporting evidence: | Corresponds to the score of: |
|------------------------|---|------------------------------|
| Excellent | Excellent evidence of ability to exceed requirements | 100% |
| Good | Good evidence of ability to exceed requirements | 90% |
| Satisfactory | Satisfactory evidence of ability to support requirements | 70% |
| Poor | Marginally acceptable or weak evidence of ability to support requirements | 40% |
| No submission | Information has not been submitted or is unacceptable | 0% |

Detailed technical evaluation criteria

Bidders are required to read the specification, requirements, specific quality questions, and selection criteria, weighted methodology, evaluation criteria, scoring and prices schedule/template, as outlined in this RFP document in order to submit a substantial/complete bid. Your bid submission with the required information, proof, and supporting documents/evidence are expected to provide WHO the details of the information WHO requires and ultimately contribute to assessing/carrying out a proper evaluation of your capability to provide the required services. The basics of the evaluation and awarding processes are provided below.

Detail evaluation criteria with points/scores of each of the three categories are given below:



A. Experience of the Company/Organization: (200 points out of 700 points)

| | |
|-----|--|
| A.1 | <p>General organizational strength: 50 Marks</p> <ul style="list-style-type: none"> • Background of the organization (year of establishment, goal/objectives, ongoing projects): 15 • Profile of the organization with, achievements made so far: 15 • Management structure (Organogram) of the organization, total number of relevant experts and professionals, is capable to ensure quality assurance, timeframe/log frame of the work with monitoring, analysis, Signed Statement of the bidders (in their letterhead) and reporting mechanism in place: 20 |
| A.2 | <p>Experience of the firm in carrying out related project (in the field of disability inclusion or eye care or any sensory function related public health intervention): 100</p> <p>Proven experience in the field of Disability inclusion / Eye care / any sensory function related interventions (100 Points)</p> <ul style="list-style-type: none"> • 5 or more years of experience: 100 points • 4 years of experience: 90 points • 03 years of experience: 70 points • 02 years of experience: 40 points • Less than 02 Years: 0 point <p>(to be supported by documentary evidence)</p> |
| A.3 | <p>Experience in organizing national or international level stakeholder consultation programme or situation assessment initiative in the public health sector: 25</p> <p>1 consultation programme/ situation assessment initiative: 25 No consultation programme: 0</p> |
| A.4 | <p>Possessing the organizational capacity to engage in policy-level advocacy efforts through consultation or advocacy programmes with various government ministries, such as Health, Social Welfare or others.</p> <p>4 or above programme: 25 3 programmes: 22.5 2 programmes: 17.5 1 programme: 10 No programme: 0</p> |

B. Quality of the overall proposal, proposed methodology, approach, and timeline (300 points out of 700):

| | |
|-----|--|
| B.1 | <p>The proposer's detailed understanding about the proposal (background, justification and expected challenges and mitigation plan, expected outcome to conduct this project) as outlined in the TOR of the RFP: 200</p> <p>The activities mentioned in the TOR are the basic requirement to complete this project. However, the organization may wish to add more specific activities/methodologies to achieve the deliverables.</p> |
| B.2 | <p>The work methodology of the proposal for completion of the project with a define timeline is appropriate to meet the requirements, outputs and objectives of WHO : 100</p> |



C. **Qualifications and competence of the personnel proposed for the assignment: (200 points out of 700)**

| | |
|------------|---|
| C.1 | Team Leader (100 Points) |
| | <p>C.1.1. Educational Qualification: 50</p> <ul style="list-style-type: none"> - Master's in public health or relevant discipline: 50 - Graduate degree in relevant discipline: 35 |
| | <p>C.1.2 Number of years of experience of working in public health/ eye care area: 50</p> <ul style="list-style-type: none"> - 10 years or above experience: 50 - 8 to 10 years of experience: 45 - 5 to 8 years of experience: 35 - 2 to 4 years of experience: 20 - Less than 1 years of experience: 0 <p>(Documents to be supported by work completion/experience certificate / any relevant achievement proof and attachment. CV not more than two pages)</p> |
| C.2 | Coordinator (60 Points) |
| | <p>C.2.1. Educational Qualification: 30</p> <ul style="list-style-type: none"> - Master's in public health, social science, health economics or relevant discipline: 30 - Graduate degree in medical science, social science or relevant discipline: 21 |
| | <p>C.2.2. Years of experience of working in public health/ disability inclusion area/ working experience of developing national strategic and technical documents: 30</p> <ul style="list-style-type: none"> - 8 years of experience: 30 - 5 to 8 years of experience: 27 - 3 to 5 years of experience: 21 - 2 years of experience: 12 - Less than 2 years of experience: 0 <p>(CV not more than two pages)</p> |
| C.3 | Program officer (40 Points) |
| | <p>C.3.1. Educational Qualification: 20</p> <ul style="list-style-type: none"> - Master's in public health, social science, health economics, communications or relevant discipline: 20 - Graduate Degree in relevant discipline (Medical Science, Developmental Studies, Communication/Public Relations, etc): 14 |
| | <p>C.3.2. Years of experience working in public health/ organizing national events or campaigns: 20</p> <ul style="list-style-type: none"> - 4 years or above experience: 20 - 3 years of experience: 18 |



| |
|---|
| - 2 years of experience: 14 - 1 years of experience: 8 - Less than 1 year of experience: 0 (CV not more than two pages) |
|---|

Financial Scoring and Weighting System:

During the Financial Evaluation, the price proposal of all bidders who have passed the Technical Evaluation will be compared according to the following scoring and weighting system.

Based on the formula provided below, all qualified technical proposals will be scored out of 300 points. The maximum points (300) will be assigned to the lowest financial proposal. All other proposals received points according to the following formula:

$$p = y (\mu/z)$$

Where:

- p = points for the financial proposal being evaluated;
- y = maximum number of points for the financial proposal;
- μ = price of the lowest-priced proposal;
- z = price of the proposal being evaluated

**Annex-6****Financial proposal in BDT (TO BE SUBMITTED IN SEPARATE ENVELOP THAN TECHNICAL PROPOSAL)**

(No information related to the financial costs of this work should be contained in the technical proposal.)

The financial proposal must be supported by a separate breakdown of overall price of all the given line items as per table below as given in the example below:

| Breakdown of Overall Price (in BDT) | | | | | |
|-------------------------------------|---|------|----------|-----------------------|------------|
| # | Activity/Deliverable-1 | Role | Day Rate | Proposed days of work | Total Cost |
| 1. | Expert Services costs including key expert and other related staff to be engaged for the work | | | | |
| 2. | Field work related expenses (Travel cost for field Visit etc.) | | | | |
| 3. | Project related Expenses (Planning, consultative and meetings, workshop, report preparation etc.) | | | | |
| 4. | Equipment rental cost (if any) | | | | |
| 5. | Other costs if any (Please specify) | | | | |
| | Total Cost | | | | |
| | VAT | | | | |
| | Total cost with VAT | | | | |

| Breakdown of Overall Price (in BDT) | | | | | |
|-------------------------------------|---|------|----------|-----------------------|------------|
| # | Activity//Deliverable -2 | Role | Day Rate | Proposed days of work | Total Cost |
| 1. | Expert Services costs including key expert and other related staff to be engaged for the work | | | | |
| 2. | Field work related expenses (Travel cost for field Visit etc.) | | | | |
| 3. | Project related Expenses (Planning, Consultative meetings, workshop, report preparation etc.) | | | | |
| 4. | Equipment rental cost (if any) | | | | |
| 5. | Other costs if any (Please specify) | | | | |
| | Total Cost | | | | |
| | VAT | | | | |
| | Total cost with VAT | | | | |

| Breakdown of Overall Price (in BDT) | | | | | |
|-------------------------------------|---|------|----------|-----------------------|------------|
| # | Activity//Deliverable -3 | Role | Day Rate | Proposed days of work | Total Cost |
| 1. | Expert Services costs including key expert and other related staff to be engaged for the work | | | | |
| 2. | Field work related expenses (Travel cost for field Visit etc.) | | | | |
| 3. | Project related Expenses (Planning, Consultative meetings, workshop, report preparation etc.) | | | | |
| 4. | Equipment rental cost (if any) | | | | |



Country/Unit Name BAN/NCD.

| | | | | | |
|----|-------------------------------------|--|--|--|--|
| 5. | Other costs if any (Please specify) | | | | |
| | Total Cost | | | | |
| | VAT | | | | |
| | Total cost with VAT | | | | |

*VAT: WHO will take into account of payment of the VAT amount (No AIT) on total quoted cost provided that the Supplier submits to WHO, along with the final invoice/bills: (i) Mushak 6.3 of National Board of Revenue (NBR), Government of Bangladesh as per prescribed format to be provided by WHO (ii) Online Treasury Challan of deposited amount in favour of WHO (with details of WHO Purchase Order/Contract Number, Date etc as per prescribed format to be provided by WHO) (iii) other relevant documents if requires by NBR.

-Contract will be issued without the VAT and contractual partner supplier will be sole responsible for payment of VAT.

- WHO is exempted for payment of AIT and hence, bidder shall not include AIT in the quotation.

In word :

Important Note:

THE WORLD HEALTH ORGANIZATION (WHO) DOES NOT ENTERTAIN ANY OVERHEAD/ ADMINISTRATIVE COSTS WHATSOEVER OF THE BIDDERS FOR THE IMPLEMENTATION OF PROPOSED TECHNICAL WORK. THEREFORE, NO SUCH OVERHEAD/ ADMINISTRATIVE COSTS SHOULD BE INCLUDED IN THE BIDS.

Signature of the Bidder with the date and rubber stamp:

Name:

Date:



Annex 7: Self Declaration Form

Applicable to private and public companies

<COMPANY> (the "Company") hereby declares to the World Health Organization (WHO) that:

1. it is not bankrupt or being wound up, having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning the foregoing matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
2. it is solvent and, in a position, to continue doing business for the period stipulated in the contract after contract signature, if awarded a contract by WHO;
3. it or persons having powers of representation, decision making or control over the Company have not been convicted of an offence concerning their professional conduct by a final judgment;
4. it or persons having powers of representation, decision making or control over the Company have not been the subject of a final judgment or of a final administrative decision for fraud, corruption, involvement in a criminal organization, money laundering, terrorist-related offences, child labour, human trafficking or any other illegal activity;
5. it is in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the national legislation or regulations of the country in which the Company is established;
6. it is not subject to an administrative penalty for misrepresenting any information required as a condition of participation in a procurement procedure or failing to supply such information;
7. it has declared to WHO any circumstances that could give rise to a conflict of interest or potential conflict of interest in relation to the current procurement action;
8. it has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept any direct or indirect benefit (financial or otherwise) arising from a procurement contract or the award thereof;
9. it adheres to the UN Supplier Code of Conduct;
10. it has zero tolerance for sexual exploitation and abuse and has appropriate procedures in place to prevent and respond to sexual exploitation and abuse.

The Company understands that a false statement or failure to disclose any relevant information which may impact upon WHO's decision to award a contract may result in the disqualification of the Company from the bidding exercise and/or the withdrawal of any proposal of a contract with WHO. Furthermore, in case a contract has already been awarded, WHO shall be entitled to rescind the contract with immediate effect, in addition to any other remedies which WHO may have by contract or by law.

| | |
|--|--|
| Entity Name: | |
| Mailing Address: | |
| Name and Title of duly authorized representative: | |
| Signature: | |
| Date: | |

**Annex: 8**

Date:

To
Operations Specialist
WHO Bangladesh

Statement of Conformity

1. No pending Criminal/Civil lawsuits against our company/firm.
2. Our company/firm is not declared "Bankrupt/Ineligible/Banned" by any of the court in the country.
3. There is no pending major lawsuits and litigations against our company/firm in excess of USD 100,000 at risk (indicate particularly those by licensees or patent infringement) against the Institution/company.
4. Our company/firm has not received any sanctions by any UN Agencies, World Bank/ADB or diplomatic missions in the Country.

Signature

Name of the Company

Official Stamp

Annex 9- Statement of Copyright

The Contractor warrants and represents to WHO as follows:

1. The deliverables including master copy with source codes, contents database shall meet the specifications called for in the Contract and shall be fully adequate to meet their intended purpose for the entire duration. The Contractor furthermore warrants that the deliverables shall be complete and error-free.
2. There shall remain no bifurcation or hidden codes or contents or materials that may come up after the completion of the delivery, for which WHO may or may not be required to pay.
3. The Contractor shall correct any errors in the deliverables, free of charge, within fifteen days after their notification to the Contractor, during a period of at least one year after completion of the work. It is agreed, however, that errors and other defects which have been caused by modifications to the deliverables made by WHO without agreement of the Contractor are not covered by this paragraph.
4. The Contractor shall not use, supply, provide or disseminate source codes or contents or materials or database delivered to WHO for the purpose of this work of WHO to other parties/entities at cost or no cost.
5. The deliverables including master copy with source codes and contents shall, to the extent they are not original, only be derived from, or incorporate, material over which the Contractor has the full legal right and authority to use it for the proper implementation of the Contract. The Contractor shall obtain all the necessary licenses for all non-original material incorporated in the deliverables (including, but not limited to, master copy source codes and contents, licenses for WHO to use any underlying software, application, and operating deliverables included in the deliverables or on which it is based so as to permit WHO to fully exercise its rights in the deliverables without any obligation on WHO's part to make any additional payments whatsoever to any party.
6. The deliverables master copy with source code and content developed shall be delivered to WHO after completion of project.
7. The deliverables shall not violate any copyright, patent right, or other proprietary right of any third party and shall be delivered to WHO free and clear of any and all liens, claims, charges, security interests and any other encumbrances of any nature whatsoever.
8. The Contractor, its employees and any other persons and entities used by the Contractor shall not violate any intellectual property rights, confidentiality, right of privacy or other right of any person or entity whomsoever.
9. Except as otherwise explicitly provided in the Contract, the Contractor shall at all times provide all the necessary on-site and off-site resources to meet its obligations hereunder. The Contractor shall only use highly qualified staff, acceptable to WHO, to perform its obligations hereunder.
10. The Contractor shall take full and sole responsibility for the payment of all wages, benefits and monies due to all persons and entities used by it in connection with the implementation and execution of the Contract, including, but not limited to, the Contractor's employees, permitted subcontractors and suppliers.
11. Except as explicitly provided in the Contract, the Contractor shall keep confidential all information which comes to its knowledge during, or as a result of, the implementation and execution of the Contract. Accordingly, the Contractor shall not use or disclose such information for any purpose other than the performance of its obligations under the Contract. The Contractor shall ensure that each of its employees and/or other persons and entities having access to such information shall be made aware of, and be bound by, the obligations of the Contractor under this



paragraph. However, there shall be no obligation of confidentiality or restriction on use, where: (i) the information is publicly available, or becomes publicly available, otherwise than by any action or omission of the contractor, or (ii) the information was already known to the Contractor (as evidenced by its written records) prior to becoming known to the Contractor in the implementation and execution of the Contract; or (iii) the information was received by the Contractor from a third party not in breach of an obligation of confidentiality.

12. The Contractor, its employees and any other persons and entities used by the Contractor shall furthermore not copy and/or otherwise infringe on copyright of any document (whether machine-readable or not) to which the Contractor, its employees and any other persons and entities used by the Contractor have access in the performance of the Contract.

13. The Contractor may not communicate at any time to any other person, Government or authority external to WHO, any information known to it by reason of its association with WHO which has not been made public except with the authorization of WHO; nor shall the Contractor at any time use such information to private advantage.

Signature, Name of the Company

UN SUPPLIER CODE OF CONDUCT

United Nations Charter: The values enshrined in the United Nations (UN) Charter, *respect for fundamental human rights, social justice and human dignity, and respect for the equal rights of men and women*, serve as overarching values to which suppliers of goods and services to the UN¹ are expected to adhere.

Global Compact: The Global Compact is a voluntary international corporate citizenship network initiated to support the participation of both the private sector and other social actors to advance responsible corporate citizenship and universal social and environmental principles to meet the challenges of globalization. The UN strongly encourages all suppliers to actively participate in the Global Compact. And to that end, this Code of Conduct has been developed with recognition of the importance of the ten principles of the UN Global Compact, and is viewed as an important means of integrating the Compact's principles into the operations of the UN. The Code of Conduct addresses the issues included in the Compact in the areas of human rights, labour, environment and anti-corruption and interpretation of the Code should be undertaken in a manner consistent with the Global Compact. Suppliers interested in supporting the Global Compact and obtaining more information on the ten principles, can visit the Global Compact website at www.unglobalcompact.org.

International Labour Conventions and Recommendations: The International Labour Standards (i.e., Conventions and Recommendations) as established by the tripartite UN specialized agency, the International Labour Organization (ILO), have served as the foundation on which much of this Code of Conduct is based. It is the UN's expectation that any supplier providing products or services to the UN will, in addition to the values of the UN Charter, adhere to the principles concerning International Labour Standards summarized below in paragraphs 4 – 9.²

1. Scope of Application:

The provisions of this Code of Conduct set forth the UN's expectations for all suppliers that are registered with the UN or with whom it does business. The UN expects that these principles apply to suppliers and their employees, parent, subsidiary or affiliate entities, and subcontractors. The UN expects suppliers to ensure that this Code of Conduct is communicated to their employees, parent, subsidiary and affiliated entities as well as any subcontractors, and that it is done in the local language and in a manner that is understood by all.

2. Continuous Improvement:

The provisions as set forth in this Code of Conduct provide the minimum standards expected of suppliers to the UN. The UN expects suppliers to strive to exceed both international and industry best practices. The UN also expects that its suppliers encourage and work with their own suppliers and subcontractors to ensure that they also strive to meet the principles of this Code of Conduct. The UN recognizes that reaching some of the standards established in this Code of Conduct is a dynamic rather than static process and encourages suppliers to continually improve their workplace conditions accordingly.

3. Management, Monitoring and Evaluation:

It is the expectation of the UN that suppliers, at a minimum, have established clear goals toward meeting the standards set forth in this Code of Conduct. The UN expects that its suppliers will establish and maintain

¹ In this Code of Conduct, "UN" shall refer to the UN Secretariat, Programmes and Funds of the UN, Specialised Agencies of the UN and all other entities belonging to the UN system, that have adopted this Code of Conduct through the High Level Committee on Management - Procurement Network..

² The full texts of the ILO Conventions and Recommendations can be accessed at: <http://www.ilo.org/global/standards/lang-en/index.htm>

appropriate management systems related to the content of this Code of Conduct, and that they actively review, monitor and modify their management processes and business operations to ensure they align with the principles set forth in this Code of Conduct. Supplier participants in the Global Compact are strongly encouraged to operationalize its principles and to communicate their progress annually to stakeholders. The UN may monitor that milestones have been set and management systems have been put in place to ensure that the principles set out in this Code of Conduct have been met and failure to do so may impact the future ability of a supplier to do business with the UN. To review the progress of suppliers and subcontractors in implementing the Code of Conduct, the UN may take various supporting initiatives, including requesting suppliers to commit to the Global Compact, to self-certify that they comply with the Code of Conduct and, in some cases, to conduct on site evaluations and inspections of supplier facilities and those of their subcontractors.

Labour:

4. Freedom of Association and Collective Bargaining: The UN expects its suppliers to recognize the freely-exercised right of workers, without distinction, to organize, further and defend their interests and to bargain collectively, as well as to protect those workers from any action or other form of discrimination related to the exercise of their right to organize, to carry out trade union activities and to bargain collectively.³

5. Forced or Compulsory Labour: The UN expects its suppliers to prohibit forced or compulsory labour in all its forms.⁴

6. Child Labour: The UN expects its suppliers not to employ: (a) children below 14 years of age or, if higher than that age, the minimum age of employment permitted by the law of the country or countries where the performance, in whole or in part, of a contract takes place, or the age of the end of compulsory schooling in that country or countries, whichever is higher; and (b) persons under the age of 18 for work that, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of such persons.⁵

7. Discrimination: The UN expects its suppliers to ensure equality of opportunity and treatment in respect of employment and occupation without discrimination on grounds of race, colour, sex, religion, political opinion, national extraction or social origin and such other ground as may be recognized under the national law of the country or countries where the performance, in whole or in part, of a contract takes place.⁶

8. Wages, Working Hours and Other Conditions of Work: The UN expects its suppliers to ensure the payment of wages in legal tender, at regular intervals no longer than one month, in full and directly to the workers concerned. Suppliers should keep an appropriate record of such payments. Deductions from wages are permitted only under conditions and to the extent prescribed by the applicable law, regulations or collective agreement, and suppliers should inform the workers concerned of such deductions at the time of each payment. The wages, hours of work and other conditions of work provided by suppliers should be not less favourable than the best conditions prevailing locally (i.e., as contained in: (i) collective agreements covering a substantial proportion of employers and workers; (ii) arbitration awards; or (iii) applicable laws or

³ These principles are set out in the ILO fundamental Conventions, *No. 87, Freedom of Association and Protection of the Right to Organise, 1948* and *No. 98, Right to Organise and Collective Bargaining, 1949*.

⁴ This principle is set out in the ILO fundamental conventions, *No. 29, Forced Labour, 1930* and *No. 105, Abolition of Forced Labour, 1957*.

⁵ These principles are set out in the ILO fundamental Conventions, *No. 138, Minimum Age, 1973* and *No. 182, Worst Forms of Child Labour, 1999* and in the UN Convention on the Rights of the Child.

⁶ These principles are set out in the ILO fundamental Conventions, *No. 100, Equal Remuneration, 1951* and *No. 111, Discrimination (Employment and Occupation), 1958*.

regulations), for work of the same character performed in the trade or industry concerned in the area where work is carried out.⁷

9. Health and Safety: The UN expects its suppliers to ensure, so far as is reasonably practicable, that: (a) the workplaces, machinery, equipment and processes under their control are safe and without risk to health; (b) the chemical, physical and biological substances and agents under their control are without risk to health when the appropriate measures of protection are taken; and (c) where necessary, adequate protective clothing and protective equipment are provided to prevent, so far as is reasonably practicable, risk of accidents or of adverse effects to health.⁸

Human Rights:

10. Human Rights: The UN expects its suppliers to support and respect the protection of internationally proclaimed human rights and to ensure that they are not complicit in human rights abuses.⁹

11. Harassment, Harsh or Inhumane Treatment: The UN expects its suppliers to create and maintain an environment that treats all employees with dignity and respect and will not use any threats of violence, sexual exploitation or abuse, verbal or psychological harassment or abuse. No harsh or inhumane treatment coercion or corporal punishment of any kind is tolerated, nor is there to be the threat of any such treatment.

12. Mines: The UN expects its suppliers not to engage in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

Environment:

13. Environmental: The UN expects its suppliers to have an effective environmental policy and to comply with existing legislation and regulations regarding the protection of the environment. Suppliers should wherever possible support a precautionary approach to environmental matters, undertake initiatives to promote greater environmental responsibility and encourage the diffusion of environmentally friendly technologies implementing sound life-cycle practices.

14. Chemical and Hazardous Materials: Chemical and other materials posing a hazard if released to the environment are to be identified and managed to ensure their safe handling, movement, storage, recycling or reuse and disposal.

15. Wastewater and Solid Waste: Wastewater and solid waste generated from operations, industrial processes and sanitation facilities are to be monitored, controlled and treated as required prior to discharge or disposal.

16. Air Emissions: Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations are to be characterized, monitored, controlled and treated as required prior to discharge or disposal.

⁷ These principles are set out in ILO Conventions *No. 95, Protection of Wages, 1949* and *No. 94, Labour Clauses (Public Contracts), 1949* and in a number of Conventions addressing working time (see: <http://www.ilo.org/global/standards/subjects-covered-by-international-labour-standards/working-time/lang-en/index.htm>).

⁸ These principles are set out in the ILO Conventions, Recommendations and Codes of Practice identified at: <http://www.ilo.org/global/standards/subjects-covered-by-international-labour-standards/occupational-safety-and-health/lang-en/index.htm>]

⁹ These principles are derived from Universal Declaration of Human Rights (UDHR) and are set out in the United Nations Global Compact (see http://www.unglobalcompact.org/Issues/human_rights/index.html)

17. Minimize Waste, Maximize Recycling: Waste of all types, including water and energy, are to be reduced or eliminated at the source or by practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials.

Ethical conduct:

18. Corruption: The UN expects its suppliers to adhere to the highest standards of moral and ethical conduct, to respect local laws and not engage in any form of corrupt practices, including but not limited to extortion, fraud, or bribery.

19. Conflict of Interest: UN suppliers are expected to disclose to the UN any situation that may appear as a conflict of interest, and disclose to the UN if any UN official or professional under contract with the UN may have an interest of any kind in the supplier's business or any kind of economic ties with the supplier.

20. Gifts and Hospitality: The UN has a “zero tolerance” policy and does not accept any type of gift or any offer of hospitality. The UN will not accept any invitations to sporting or cultural events, offers of holidays or other recreational trips, transportation, or invitations to lunches or dinners. The UN expects its suppliers not to offer any benefit such as free goods or services, employment or sales opportunity to a UN staff member in order to facilitate the suppliers’ business with the UN.

21. Post employment restrictions: Post-employment restrictions may apply to UN staff in service and former UN staff members who participated in the procurement process, if such persons had prior professional dealings with suppliers. UN suppliers are expected to refrain from offering employment to any such person for a period of one year following separation from service.

Non-adherence to these principles will be a factor in considering whether a supplier is deemed eligible to be registered as a UN supplier or to do business with the UN, in accordance with applicable UN policies and procedures.

We encourage UN suppliers to improve their business practices in accordance with the principles set out in this Code of Conduct.

Contacts:

Any questions related to this Code of Conduct can be addressed to the High Level Committee on Management - Procurement Network (HLCM-PN) at email: hlcmpn.secretariat@one.un.org.