

Instructions for filling in the Expression of Interest (EOI) Form

1. Duly filled and signed along with necessary supporting documents as outlined in the checklist and annexes.
 - a. **Checklist of documents to be submitted**
 - b. **Annex-A (Vendor Information Form)**
 - c. **Annex-B (Self Declaration Form)**
2. Please ensure to submit the following documents, if available, as these will be the basis for evaluation of EOI.
 - a. **Following Legal documents**
 1. Trade License.
 2. Certificate of Registration/Incorporation.
 3. Certificate of authorized dealership.
 4. Any other relevant Certificates such as Press Declaration Certificate, Quality Assurance Certificate and other Certificates as applicable depending on the nature of Commodity/Service which may help to operate your business entity.
 - b. **Tax and financial documents**
 5. VAT Certificate.
 6. TIN Certificate (NPWP).
 7. Audited financial statement for 2020 and 2021.
 8. Credit line facility issued by Bank.
 - c. **Other documents**
 9. Experience certificates.
 10. 2 highest value contracts or purchase order or work award.
 11. Company/Vender Profile with existing manpower and setup.

Note: WHO may decide to conduct a physical verification of Vendors' Office premises and contact their clients to crosscheck necessary information provided in this EOI before finalizing its decision for the prequalification. Any cost for such physical verification shall be borne by WHO.

3. For **any clarification and support** please do get in touch with Mr. Asela Vithanage, Administrative Officer and Chairman of the Prequalification Panel at the following e-mail address: seinobids@who.int
4. The EOI must be submitted, by **no later than 16:00 hours, 1 August 2022**, "**Expression of Interest for Pre-Qualification Process**" addressed to WHO Representative to Indonesia at the following e-mail address: seinobids@who.int
5. **Note:** Please use **Expression of Interest for Pre-Qualification Process** as subject of your email to receive a faster response. Communication and submissions must be in English language only.

Checklist of documents to be submitted

Serial	Description of Documents	Vendors' Response: Please check the box with 'Yes'
1	Have you submitted necessary legal documents such as Trade License, Certificate of Incorporation/Certificate of Registration, Certificate of Authorized Dealership etc. as applicable for your Company?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2	Have you submitted any other relevant Certificates such as Press Declaration Certificate (For Printing Services), Quality Assurance Certificate (For Manufacturer) etc. or other Certificates as applicable depending on the nature of your Commodity/Service which may help to operate your business entity?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3	Have you submitted updated VAT and TIN Certificate ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4	Have you submitted audited Financial Statement for the years 2020 and 2021?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5	Have you submitted the Certificate with an indication of maximum ceiling of your Credit Line Facility issued in 2021 (and 2022 if available) by a recognized Bank/Financial Institution?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6	Have you submitted the list of Contracts/Purchase Orders successfully accomplished by you Company during the past 3 years for the Commodity/Service for which you are interested to be prequalified?	Yes <input type="checkbox"/> No <input type="checkbox"/>
7	Have you submitted the copies of your 2 highest value Contracts/Purchase Orders successfully executed by your Company over the past 3 years related to similar Commodity/Service for which you are interested to be prequalified?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8	Have you submitted the Experience Certificate of your Company with any UN Agency, Donor Agency, International Organization, Diplomatic Mission, NGO, INGO, Government Office and Private Sector in the past 3 years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
9	Have you submitted your Company/Vender Profile with existing manpower and setup?	Yes <input type="checkbox"/> No <input type="checkbox"/>
10	Have you submitted the filled and signed Annex-A ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
11	Have you submitted the filled and signed Annex-B ?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Note: Prospective Vendors are requested to sign and submit this Checklist with the EOI.

Company Name:	
Name and Title of duly authorized representative:	
Signature and Date:	

EOI for Prequalification of Vendors with WHO Indonesia

Annex-A: Vendor Information Form:

Serial	Item Description	Vendor's Responses
1	Legal Name of the Company with registered address:	
2	Company Web Site URL (if any):	
3	UNGM Vendor ID number (If any):	
4	Business Type:	
5	Total number of employees:	

Questionnaires for Companies

Note: Companies shall provide necessary information as per below questionnaires and submit supporting documents to validate the response.

Note: Information provided by interested Vendors will be kept 'confidential' by WHO and used only for this prequalification process.

Serial	Questionnaire	Vendor's Responses
1	What is your interested Commodity/Service for which your Company intends to be prequalified?	<i>Interested Commodity/Service:</i>
2	How many Contracts/Purchase Orders were successfully accomplished by you Company during the past 3 years for the Commodity/Service for which you are interested to be prequalified?	<i>Number of Contracts/PO successfully accomplished during the past 3 years:</i>
3	What are the amounts of your 2 highest value Contracts/Purchase Orders successfully executed by your Company over the past 3 years related to similar Commodity/Service for which you are interested to be prequalified?	1st Highest Value Contracts' Amount: IDR XX 2nd Highest Value Contracts' Amount: IDR XX
4	Has your Company done business with any UN Agency, Donor Agency, International Organization, Diplomatic Mission, NGO, INGO, Government Office and Private Sector in the past 3 years?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, please provide the necessary information as requested below in the list of major clients.</i>
5	What are your Annual Turnovers as per the audited Financial Statement for the years 2020 and 2021 ?	Annual Turnover 2020: IDR XXX Annual Turnover 2021: IDR XXX
6	What is the maximum ceiling of your Credit Line Facility issued in 2021 (and 2022 if available) by a recognized Bank/Financial Institution?	Maximum Credit Line Facility: IDR XXX

List of major Clients with which your Company has been doing business over the past three years:

Serial	Name of Clients	Contact Details of the Clients with address, name of focal person, e-mail ID and phone numbers

Declaration:

I declare that to the best of my knowledge the answers submitted in this Vendor Information Form (and any supporting documents attached) are correct. I understand that the information will be used in the evaluation process to assess my organization's suitability to be prequalified with WHO Indonesia.

Name:	
Position (Job Title) in the Company:	
Email and Telephone:	
Signature, Date and Stamp:	

NB: This form will not be considered valid unless it is signed and stamped on this page by the Company's designated Official.

Annex B - Vendor's Self Declaration Form

<Full legal name of Vendor> hereby declares to the World Health Organization (WHO) that:

- a. 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;
- b. 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;
- c. 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 judgement;
- d. 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;
- e. 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;
- f. 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;
- g. 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;
- h. 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;
- i. It adheres to the UN Supplier Code of Conduct;
- j. 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.

Company Name:	
Mailing Address:	
Name and Title of duly authorized representative:	
Signature and Date:	