Cash disbursement on the implementation monitoring insecticide resistance at at three high endemic districts (Malaka-NTT, Pesawaran-Lampung, Seram Bagian Timur-Maluku)

Purpose of the RFP:
[to select a suitable contractor to disburse cash on the implementation monitoring insecticide resistance at three high endemic districts (Malaka-NTT, Pesawaran-Lampung, Seram Bagian Timur-Maluku)]

Closing Date:
[24 August 2020 at 10:00 Jakarta time]
The World Health Organization (WHO) is seeking offers for **distributing cash on the implementation monitoring insecticide resistance at at three high endemic districts** (Malaka-NTT, Pesawaran-Lampung, Seram Bagian Timur-Maluku). 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 quality of scientific robustness and validity of the technical services rendered.

1. **Requirements**

**WHO requires the successful bidder, to disburse cash on the implementation monitoring insecticide resistance at at three high endemic districts (Malaka-NTT, Pesawaran-Lampung, Seram Bagian Timur-Maluku).**

*See attached detailed Terms of Reference for complete information.*

**The bidding institutions:** The successful bidder shall be a for profit /not for profit institution operating in the field of public health activities in Indonesia. This institution has experience working with United Nations (UNs) or International agencies, with proven expertise in managing UNs or International agencies fund and projects.

Bidders should 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 should be concisely presented and structured to include the following information:

1. **Technical proposal follow the sequences of evaluation criteria:**
   - Legal document for operation permit in Indonesia (stated in one paragraph with number of permit and proven the attached legal document)
   - Organization capacity:
     - Detail of relevant experience including work related public health activities and managed UNs/international agencies funds.
     - List of clients/collaborators in the last five years, including contact details (name, email address, and phone numbers that can be used as reference)
     - Attach at least one long term agreement/project agreement with UNs or international agencies in the last two years.
     - Attach the latest management and financial capacity assessment report conducted by UNs or international agencies in the last five years.
     - Attach the latest audited financial report or UN spot check report in the last five years.
     - Indicate your financial capacity to disburse the cash and using reimbursement modality to WHO.
   - Project team information
     - A list of your organization’s key personnel and dedicated person who will be involved in this project
     - CVs of your key personnel, highlighting their experiences that are relevant to this project
2. Financial proposal using UN exchange rate August 2020:
   - Proposed budget for one or two dedicated staff who will accompany the technical team from MoH in the field.
   - In IDR currency with components of transportation, daily allowance, communication, accommodation, terminal allowance, stationery/photocopies.
   - Proposed payment instalment
   - Institutional/management fee.
   - Unit cost refer to WHO-MOH rate 2019, if no unit cost in this rate, refer to SBU 2019.

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

3. Instructions to Bidders

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

A prospective bidder requiring any clarification on technical, contractual or commercial matters may notify WHO via email at the following address no later than seven working days prior to the closing date for the submission of offers:

   Email for submissions of all queries: jakubiecp@who.int with copy to seinobids@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 no later than 24 August 2020 at 10:00 hours Jakarta time (“the closing date”) as follows:

The submitted technical and financial proposal shall be in reference to the enclosed Terms of References and budget component.

A technical and financial proposal should be submitted separately in 2 emails stating in the subject the following reference number: RFP 114-2020.

Due to the current situation of COVID-19, submission of proposal can only be done electronically by email to: seinobids@who.int (including any other email address in the submission will automatically disqualify the bid)

- All information and documentation related to the technical proposal (including the attached Annex 2: “Information about Bidders” shall be submitted in to seinobids@who.int as “Technical Envelope – RFP 114-2020” ONLY.

- All information and documentation related to the financial proposal shall be submitted in to seinobids@who.int as “Financial Envelope – RFP 114-2020” ONLY.
PLEASE NOTE THAT ANY SUBMISSION OF FINANCIAL AND TECHNICAL TOGETHER IN 1 ENVELOPE WILL BE REJECTED.

Each proposal should be prepared in two distinct parts: the technical proposal and the financial proposal. To be complete, a proposal shall include:
- A technical proposal, as described under part 2 above;
- A financial proposal, as described under part 2 above;
- Annex 2 (Vendor Information Form), 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.
- Self-Declaration Form
- Legal document for operation permit in Indonesia
- Proposal Completeness Form

Each proposal shall be marked Ref: RFP 114-2020

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:

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<tr>
<td>Technical Weighting:</td>
<td>40 % of total evaluation</td>
</tr>
<tr>
<td>Financial Weighting:</td>
<td>60 % of total evaluation</td>
</tr>
</tbody>
</table>

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 based on 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 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 2.

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,

Annexes

1. Detailed Term of Reference
2. Vendor Information Form
3. Contractual provisions
4. Budget Template
5. Evaluation Criteria
6. Proposal Completeness Form
Annex 1: Detailed Terms of Reference

Background and Rationale

The first-year implementation of surveillance system on monitoring insecticide resistance in Indonesia has been successful. The findings from 16 districts have been presented at the evaluation workshop at 27-30 October 2019. The results showed that at 13 high endemic districts and one persistent transmission district –Sabang–, malaria vectors remained susceptible to insecticides using at LLINs and IRS. While two districts with persistent foci at Java Islands indicated low intensity resistant for some insecticides using at LLINs and IRS. These results have been communicated with district authority and national expert committee on vector control members for the policy development.

Following the recommendations from the evaluation workshop on the first year of monitoring insecticide resistant surveillance system 2019, Sub-Directorate Vector Control in collaboration with Sub-Directorate Malaria and the Indonesia Public Health Entomologist Organization (PEKI) plan to conduct monitoring insecticide resistance at nine high endemic districts. The selection of nine districts were based on the malaria epidemiology situation 2018-2019, and vector control interventions. Of the nine selected districts, three districts located outside Papua island, namely: Pesawaran (Lampung), Seram Bagian Timur (Maluku) and Malaka (NTT) that have malaria transmission and routine distributed LLINs or spraying the house as vector control interventions.

Learnt from the first-year implementation of monitoring insecticide resistance 2019, selection of sites, timing, and flexibility for the team to move and stay at the selected sites have to taken into account in order to obtain sufficient samples of mosquitoes. CDC bottle bioassay is also more simple method in the field for measuring the frequency, intensity and mechanism resistance. The prioritization of selection insecticide by areas was also should agreed in the beginning of the activity.

In the second year of implementation, Sub-Directorate Vector Control plans to improve the operational procedure and methodology in the field. Therefore, prior data collection in the field, preparation meeting is needed to have same procedures and understanding among the field implementors. The final results of 2019 and 2020 activities will be reported to WHO Global Malaria report and published at peer review journal. To ensure these activities conducted successfully, WHO Indonesia is looking for an institution or event management specializing in handling big corporate who could support the preparation, provide cash disbursement service during the implementation field data collection and assist technical team of B/BTKLPP and Sub-directorate Vector Control in collecting required data and all financial supporting documents.

Objective, scope of works

General objectives:
1. To obtain information and evidence regarding the resistance status of insecticide of malaria vector (Anopheles mosquitoes) from three endemic districts (Malaka-NTT, Pesawaran-Lampung, Seram Bagian Timur-Maluku).
2. To have second year report of insecticide resistance surveillance system from high endemic districts in (Malaka-NTT, Pesawaran-Lampung, Seram Bagian Timur-Maluku).

Specific objectives:
1. To accompanying technical team from B/BTKLPP, Sub-directorate vector control, PHO Papua and respective DHOs in implementation field data collection in three districts.
2. To disburse payments of DSA, travel cost, local transport, airport transport and other entitlements of the teams in the field.
3. To provide flight tickets to the participants as requested by WHO or reimburse the same to the teams upon submission of ticket, receipts and boarding pass.
4. To collect all receipts, other financial supporting documents and send to technical unit of WHO

Scope of works:

The selected institution will work with Sub-directorate Vector Control, BTKLPP, PHO NTT, Maluku and Lampung, DHO Pesawaran, Seram Bagian Timur and Malaka to disburse the cash to participants and team involved in the monitoring insecticide resistance.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Month 1</th>
<th>Month 2</th>
<th>Month 3</th>
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<tbody>
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<td>BW1</td>
<td>BW2</td>
<td>BW3</td>
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<tr>
<td><strong>Preparation</strong></td>
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<tr>
<td>1. Budget breakdown and TOR provided by WHO must be acknowledged, signed and returned by contractual partner via email at the latest two day after received from WHO.</td>
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<td>2. The contractual partner must confirm cash availability upon acknowledgment of budget breakdown, to be disbursed on the day of the activity.</td>
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<td>3. The contractual partner must sign the Purchase Order (PO) contract provided by WHO. A Work Order will be sent temporarily by WHO as confirmation in absence of PO. One PO contract may consist of one (1) or several activities in different periods and/ or different venues.</td>
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<td>4. The contractual partner must appoint person in charge (one/ two persons; whichever applicable) who will carry out the cash disbursement, at the latest one day before the event. Name and phone number of the PIC must be informed to WHO Programme Assistant of concerned unit for coordination before and during the event.</td>
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<tr>
<td>5. To prepare airflight tickets for technical team from outside venue of activities (if applicable)</td>
<td>x x x x x</td>
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<tr>
<td><strong>Implementation</strong></td>
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<td>1. The PIC is expected to be ready in the venue at the latest 60 minutes before the activities started and leave the venue when the disbursement of the day completed.</td>
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<td>2. To prepare the registration form/ attendance list and ensure participants sign on daily basis (as per the actual attendance).</td>
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<tr>
<td>3. To ensure complete official document submitted by participants i.e letter of assignment (Surat Tugas), tickets receipt/invoice, boarding passes and ID card.</td>
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The PIC is not authorized to give the payment if the document submitted by participants are incomplete.

4. To prepare payment receipts and disburse payment of the following component:
   - Perdiem
   - DSA (daily allowance)
   - Travel costs (i.e. air ticket, airport transport/taxi from-to airport, local transport, intertown transport)
   - Stationeries cost
   - Refreshment
   - and other related expenses during the activities in the sites based upon approved budget from WHO.

5. To assist on transport arrangement (as required) during field visit when applicable.

Completion/Reporting stage:

1. Upon the completion of each activity, the contractual partner shall compile the original attendance list/registration form, original receipts, official documents (letter of assignment (Surat Tugas), tickets receipt/invoice, boarding passes and ID card) as supporting documents per teams’ name.

2. To submit summary of the payment and financial statement of overall expenditure one week after the completion of the each activity along with the supporting documents. A template of financial report is available in the annexes.

3. The contractual partner should submit only one (1) invoice per schedule of payment showing only the total remaining amount need to be paid by WHO. The invoice shall mention the PO Number, title of activity mentioned in the PO and it addressed to WHO Indonesia without mentioning WHO staff’s name.

Duration of the Activity

1 September – 5 December 2020 (3 months)

Expected Result and Reporting

Within one (1) week after the completion of the work, contractual partner will submit:

1. Original signed receipt from the payees along with supporting documents mentioned in scope of work (C.1)
2. Summary of the payments with the total amount disbursed
3. Financial report as per WHO requirement
4. Invoice for the total amount claimed to WHO including service charges
5. Activity report with signed consent pictures.

Qualifications

1. The institution/organization or a team must be a legal entity registered in Indonesia.
2. The institution/organization or a team must be a local institution or national institution which has experience in managing public health activities/projects.
3. The institution has experience managing fund from UNs or international agencies.
4. The team member of institution/organization should be composed of at least one finance/admin background.
## Annex 2. Vendor Information Form

### Company Information to be provided by the Vendor submitting the proposal

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<thead>
<tr>
<th>UNGM Vendor ID Number:</th>
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<td>If available – Refer to WHO website for registration process*</td>
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<tr>
<th>Legal Company Name:</th>
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<tr>
<td>(Not trade name or DBA name)</td>
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<th>Company Contact:</th>
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<td>Country:</td>
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<th>Telephone Number:</th>
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<th>Email Address:</th>
<th>Company Website:</th>
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### Corporate information:

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<tr>
<th>Company mission statement</th>
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<th>Service commitment to customers and measurements used (if available)</th>
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<th>Organization structure (include description of those parts of your organization that would be involved in the performance of the work)</th>
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<th>Relevant experience (how could your expertise contribute to WHO’s needs for the purpose of this RFP) – Please attach reference and contact details</th>
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<th>Staffing information</th>
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* [http://www.who.int/about/finances-accountability/procurement/en/](http://www.who.int/about/finances-accountability/procurement/en/)

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 persons engaged by the Contractor 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 on Sexual Exploitation and Abuse Prevention and Response; (iii) the WHO Code of Conduct for responsible Research; (iv) the WHO Policy on Whistleblowing and Protection Against Retaliation; and (v) 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.** WHO has zero tolerance towards sexual exploitation and abuse. 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 on Sexual Exploitation and Abuse Prevention and Response by any of its employees and any other persons engaged by it to perform any services under the Contract; and (ii) promptly report to WHO and respond to, in accordance with the terms of the Policy, any actual or suspected violations of the 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 on Sexual Exploitation and Abuse Prevention and Response; and (ii) promptly report to WHO, in accordance with the terms of the Policy, any actual or suspected violations of the Policy of which the 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 will 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 will not make any payment or provide any other support to any such person or entity and that it will not enter into any employment or subcontracting relationship with any such person or entity;

ii. it shall not engage in any illegal, corrupt, fraudulent, collusive or coercive practices (including bribery, theft and other misuse of funds) in connection with the execution of the Contract; and

iii. the Contractor shall take all necessary precautions to prevent the financing of terrorism and/or any illegal corrupt, fraudulent, collusive or coercive practices (including bribery, theft and other misuse of funds) in connection with the execution of the Contract.

Any payments used by the Contractor for the promotion of any terrorist activity or any illegal, corrupt, fraudulent, collusive or coercive practice shall be repaid to WHO without delay.

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.** 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.
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.