



**World Health  
Organization**

## **Advancing Budget Impact Analysis Guidelines in Indonesia's HTA to Support Evidence-Based Decision Making**

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### **Request for Proposals (RFP)**

**Proposal Reference**

**RFP 037-2026**

**Country Office/Unit Name**

**WHO Indonesia/HSS**

**Issued on**

Tuesday, June 2, 2026

**Closing date**

Tuesday, June 16, 2026

**Closing Time**

12:00 mid-day

**Time Zone**

**Jakarta time**

## Section 1: Cover Letter

### Dear Proposers,

The World Health Organization, hereinafter referred to as WHO, hereby invites prospective Proposers to submit a proposal in accordance with the General Conditions of Contract and the Terms of Reference as set out in this Request for Proposal (RFP).

To enable you to submit a proposal, please read the following attached documents carefully.

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If you are interested in submitting a proposal in response to this RFP:

1. Please acknowledge receipt of this RFP by completing and returning the Letter of Intent in Annex A, indicating your intention to submit a proposal or not, no later than Thursday, June 11, 2026
2. Please submit any requests for clarification no later than Thursday, June 11, 2026
3. Please prepare your proposal in accordance with the requirements and procedures outlined in this RFP and submit it no later than Tuesday, June 16, 2026

All WHO vendors are required to comply with the [United Nations Supplier Code of Conduct](#). We encourage all Proposers to join the [United Nations Global Compact](#) and [support the Women's Empowerment Principles](#) (WEP).

For guidance on how to register as a supplier in UNGM and use WHO's e-tendering system, please refer to the following resources: [Instructions on how to register with WHO and access WHO tenders](#) , [UNGM Help Center](#) and [UNGM/In-Tend support](#)

We look forward to receiving your competitive proposals.

## Section 2: General Instructions to Proposers

<b>GENERAL</b>	
<b>1. About WHO</b>	The World Health Organization (WHO) was established in 1948 as a specialized agency of the United Nations. The objective of WHO ( <a href="http://www.who.int">www.who.int</a> ) is the attainment by all peoples of the highest possible level of health. "Health", as defined in the WHO Constitution, is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity. WHO's main function is to act as the directing and coordinating authority on international health work.
<b>2. Scope</b>	Proposers are invited to submit a proposal in line with the Terms of Reference (Section 5) and the requirements of this RFP, including any written amendments. A summary of the scope is provided in Section 3: Specific information to this RFP.
<b>3. Interpretation of the RFP</b>	This RFP is conducted in accordance with Policies and Procedures of WHO, a summary of which is accessible at WHO's website: <a href="#">WHO Procurement: principles and processes</a> . Any proposal submitted will be regarded as an offer by the proposer and does not constitute or imply the acceptance of the proposal by WHO. WHO is under no obligation to award a Contract to any proposer as a result of this RFP.
<b>4. Eligible Proposers</b>	Proposers shall have the legal capacity to enter into a binding contract with WHO. All WHO suppliers must abide to the UN Supplier Code of Conduct, which is available at the following link: <a href="#">UN Supplier Code of Conduct</a> . Proposers must submit a signed Annex F: Self-Declaration form included in this RFP. Proposers will be excluded if: <ul style="list-style-type: none"> <li>• They are bankrupt, undergoing court administration, have suspended business, are under creditor arrangements, or in similar situations under national law.</li> <li>• They or individuals with decision-making power have been found guilty of fraud, corruption, involvement in criminal organizations, money laundering, terrorism-related offenses, child labor, or human trafficking.</li> <li>• They or such individuals have been found guilty of financial irregularities.</li> <li>• They misrepresent or fail to provide required information under this RFP or during evaluation.</li> <li>• They have a conflict of interest, as determined solely by WHO. This includes associations with firms involved in preparing specifications for this procurement or any other conflicting situation.</li> <li>• They appear on sanction or ineligibility lists, including the UN Security Council, UN Ineligibility List, World Bank's non-responsible vendors list, or World Bank ineligible firms and individuals list.</li> </ul> WHO may also exclude proposers for other reasons, at its discretion.
<b>SOLICITATION DOCUMENTS</b>	
<b>5. Clarification of solicitation documents</b>	Proposers may request clarifications on any of the RFP documents no later than the date and time indicated in Section 3: Specific Information to this RFP. Any request for clarification must be sent in writing in the manner indicated in Section 3: Specific Information to this RFP. Explanations or interpretations provided by personnel other than the named contact person will not be considered binding or official.  WHO will provide the responses to clarifications through the method specified in Section 3: Specific Information to this RFP. No individual presentations or meetings with Proposers will be allowed before the proposal submission deadline. From the issuance of this RFP until final selection, contact with WHO officials is not permitted, except through formal queries as outlined, or if WHO initiates a presentation or meeting as per the RFP terms.
<b>6. Amendment of solicitation documents</b>	WHO may, at any time before the closing date for submission of proposals, for any reason, whether on its own initiative or in response to a clarification requested by a (prospective) proposer, modify the RFP by written amendment. Amendments will be made available to all prospective Proposers.  If the amendment is substantial or for other reasons, WHO may extend the Deadline for submission of proposals.
<b>PREPARATION OF PROPOSALS</b>	
<b>7. Cost of preparation of the proposal</b>	The proposer shall bear all costs related to the preparation and/or submission of the proposal, regardless of whether its proposal is selected or not. WHO shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

<b>8. Language</b>	The proposal, as well as any and all related correspondence exchanged by the proposer and WHO, shall be written in the language(s) specified in Section 3: Specific Information to this RFP.
<b>9. Documents comprising the bidders' proposal</b>	The proposal shall comprise of the forms requested in Section 7: Returnable forms as well as any associated documentation requested in the RFP
<b>10. Technical proposal format and content</b>	<p>The proposer must submit a technical proposal addressing all requirements in Section 4 Evaluation Criteria attaching the forms provided in Section 7 Returnable Forms and responding to RFP requirement as described in Section 5 Terms of Reference.</p> <p>The technical proposal shall not include any price or financial information. A technical proposal containing material financial information may be declared non-responsive.</p>
<b>11. Financial proposal</b>	<p>The financial proposal shall be prepared using the form provided in Section 7 and taking into consideration the requirements in the RFP. The proposal shall list all major cost components associated with the services, and the detailed breakdown of such costs. Any output and activities described in the technical proposal but not priced in the financial proposal, shall be assumed to be included in the prices of other activities or items as well as in the final total price.</p> <p>Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<b>12. Prices, Duties and taxes</b>	<p>WHO is entitled to tax exemption by reason of the <a href="#">Privileges and Immunities</a> it enjoys, subject to the conditions included in the WHO General Terms and Conditions in Section 6.</p> <p>During bidding, vendors must submit prices excluding taxes. However, in jurisdictions / countries where VAT is mandatory, as evidenced by the vendor, the selected vendor will include VAT on invoices to WHO. The respective Finance team at Headquarters, Regional Office, or Country Office, will handle refund claims with the relevant authorities in accordance with applicable tax laws and procedures in that jurisdiction / country.</p> <p>During bidding, vendors must submit prices excluding taxes. However, in jurisdictions/ countries where VAT is mandatory, as evidenced by the vendor, the selected vendor will include VAT on invoices to WHO.</p> <p>Procurement team in the Country Office will handle the tax exemption recommendation with the relevant authorities in accordance with applicable tax laws and procedures in Indonesia.</p> <p>Any quantity or other discounts (e.g.: volume discounts) shall be clearly indicated. Prices quoted by the Proposer shall be fixed during the bidder's performance of the contract. Any adjustment or revision to the prices shall only be made effective upon agreement based on written amendment signed by both parties.</p>
<b>13. Currencies</b>	<p>Prices may be quoted in US Dollar, or any currency of the bidder's choice, unless otherwise stipulated in Section 3 Information Specific to the RFP.</p> <p>However, for the purposes of comparison of all offers, WHO will convert the currency quoted in the offers to USD, in accordance with the <a href="#">UN Operational Rate of Exchange</a> on the closing date for bid submission specified in Section 3: Specific information about this RFP.</p>
<b>14. Proposal validity period</b>	<p>Proposals shall remain valid for the period specified in Section 3: Specific information about this RFP commencing on the deadline for submission of proposals. A proposal valid for a shorter period may be rejected by WHO and rendered non-responsive.</p> <p>During the proposal validity period, the proposer shall maintain its original proposal without any change, including the availability of the key personnel, the proposed rates and the total price. In exceptional circumstances, prior to the expiration of the proposal validity period, WHO may request Proposers to extend the period of validity of their proposals.</p>
<b>15. Joint Venture, Consortium or Association</b>	Two or more entities may form a joint venture or consortium and submit a joint proposal offering to jointly provide the services described in the proposal. Such a proposal must be submitted in the name of one member of the consortium hereinafter the "lead organization". The lead organization will be responsible for undertaking all negotiations

	and discussions with, and be the main point of contact for, WHO. The lead organization and each member of the consortium will be jointly and severally responsible for the proper performance of the contract
<b>16. Only one proposal</b>	Each proposer, including individual members of any Joint Venture, may submit only one proposal—either independently or as part of a Joint Venture. Proposals will be rejected if any of the following apply: <ul style="list-style-type: none"> <li>• They share at least one controlling partner, director, or shareholder.</li> <li>• One has received a direct or indirect subsidy from another.</li> <li>• They have the same legal representative for this RFP.</li> <li>• They are related in a way that gives access to or influence over another's proposal.</li> <li>• They are subcontractors to each other, or a subcontractor also submits a separate proposal as a lead proposer.</li> <li>• Key personnel are proposed in more than one team (this does not apply to subcontractors appearing in multiple proposals).</li> </ul>
<b>17. Alternative proposals</b>	Unless otherwise specified in Section 3: Specific information to this RFP, alternative proposals shall not be considered. If submission of alternative proposal is allowed in Section 3: Specific information about this RFP, a proposer may submit an alternative proposal but only if it also submits a proposal conforming to the RFP requirements. Where the conditions for its acceptance are met, or justifications are clearly established, WHO reserves the right to award a contract based on an alternative bid.
<b>18. Pre-proposal conference</b>	When appropriate, a pre-proposal conference will be held at the date, time, and location specified in Section 3: Specific information to this RFP. If marked as mandatory, non-attendance will result in ineligibility to submit a proposal. If not mandatory, non-attendance will not lead to disqualification.
<b>19. Site inspection</b>	If specified in Section 3: Specific information to this RFP, a site inspection will be held at the indicated date, time, and location, following the given instructions. If marked as mandatory, failure to attend will render a proposer ineligible. If not mandatory, non-attendance will not lead to disqualification. Proposers are responsible for their own visa arrangements. The site inspection is for background information only, and any information provided is not binding unless confirmed by WHO in writing.
<b>SUBMISSION AND OPENING OF PROPOSALS</b>	
<b>20. Instruction for proposal submission</b>	The proposer shall submit a complete proposal in the format and with the documents required in Section 3: Specific information to this RFP, using the delivery method specified therein. Submission of a proposal implies that the proposer has accessed, read, understood, and agrees to comply with WHO's General and Contractual Conditions in Section 6.
<b>21. Deadline for proposal submission</b>	Complete proposals must be received by WHO in the manner, and no later than the date and time, specified in Section 3: Specific information to this RFP. In case of any doubt regarding the time zone, Proposers should refer to Section 3: Specific information to this RFP. It is the sole responsibility of Proposers to ensure their proposal is received by the stated deadline.  Late submissions will not be possible or accepted. Proposers are strongly advised to take all necessary steps to ensure timely submission. WHO accepts no responsibility for proposals that are delayed due to technical issues and will consider only the actual date and time of receipt.  WHO may, at its discretion, extend the proposal submission deadline by amending the solicitation documents in accordance with Clause 6 (Amendment of solicitation documents) of Section 2. In such cases, the new deadline will apply to all Proposers.
<b>22. Withdrawal, substitution and modification of proposals</b>	The proposer may withdraw its proposal any time after the proposal's submission and before the tender closing date of the proposals, provided a written and signed notice of the withdrawal is received by WHO prior to the closing date for the submission of proposals. No Proposal may be withdrawn in the interval between the closing date for submission of proposals and the expiration of the proposal validity period.
<b>23. Proposal opening</b>	Proposals will be opened after the deadline for proposal submission by the bid opening committee There will be separate proposal openings for technical and financial proposals. The opening panel will open only the financial proposals of suppliers who meet the minimum criteria of the technical evaluation.

<b>EVALUATION OF PROPOSALS</b>	
<b>24. Evaluation of proposals</b>	<p>WHO shall evaluate a proposal using only the methodologies and criteria defined in this RFP. No other criteria or methodology shall be permitted.</p> <p>WHO shall conduct the evaluation solely on the basis of the submitted technical and financial proposals.</p> <p>Evaluation of proposals shall be undertaken in the following steps:</p> <ul style="list-style-type: none"> <li>(i) preliminary examination.</li> <li>(ii) evaluation of minimum eligibility and qualification (if pre-selection is not done) / mandatory requirements</li> <li>(iii) evaluation of technical proposals on weighted scoring; and</li> <li>(iv) evaluation of financial proposals.</li> </ul>
<b>25. Preliminary examination</b>	<p>WHO shall examine the proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the proposals are generally in order, among other indicators that may be used at this stage. WHO reserves the right to reject any proposal at this stage. Technical proposals found to contain financial proposal or pricing information will be rejected.</p>
<b>26. Evaluation of eligibility and qualification</b>	<p>Eligibility and qualification of the proposer will be evaluated against the minimum eligibility and qualification requirements specified in Section 4: Evaluation Criteria and in Clause 4 (Eligible Proposers) in Section 2.</p>
<b>27. Evaluation of technical and financial proposals</b>	<p>After the preliminary evaluation, the panel will assess technical proposals based on their responsiveness to the Terms of Reference and other RFP documents, using the evaluation criteria, sub-criteria, and point system in Section 4: Evaluation Criteria. Proposals that do not meet the minimum technical score will be considered non-responsive.</p> <p>Only the financial proposals of technically qualified Proposers will be opened and evaluated in the second stage.</p> <p>If required, WHO may invite technically responsive Proposers for a presentation, with conditions provided in the RFP. Presentations may be held at WHO offices or via tele/videoconference.</p> <p>The applicable evaluation method is indicated in Section 3: Specific information about this RFP, typically the combined scoring method based on both technical and financial scores.</p>
<b>28. Clarification of proposals</b>	<p>WHO may request clarifications or additional information in writing from Proposers at any stage of the evaluation. Responses must not alter the substance or price of the proposal, except to confirm corrections of any arithmetical errors identified by WHO, as outlined in the General Instructions to Proposers.</p>
<b>29. Nonconformities, reparable errors and omissions</b>	<p>Provided that a proposal is substantially responsive, WHO may request the proposer to submit the necessary information or documentation within a reasonable period in order to rectify nonmaterial nonconformities or omissions in the proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the proposal. Failure of the proposer to comply with the request may result in the rejection of its proposal.</p> <p>For financial proposals that have been opened, WHO shall check, and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of WHO there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected;</li> <li>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and</li> <li>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetical error, in which case the amount in figures shall prevail.</li> </ul>

	If the proposer does not accept the correction of errors, its proposal shall be rejected, and its proposal security may be forfeited.
<b>AWARD OF CONTRACT</b>	
<b>30. Award criteria, award of Contract</b>	<p>Before the expiration of proposal validity, WHO will award the Contract to the qualified proposer based on the criteria set out in the tender document.</p> <p>WHO reserves the right to:</p> <p>a) award the Contract to any proposer, even if not the lowest.</p> <p>b) award separate contracts for different parts, components, or items to one or more proposers, even if not the lowest.</p> <p>c) accept or reject any proposal or cancel the entire solicitation process at any time before award, without liability or obligation to inform proposers of the reasons.</p> <p>d) award the Contract based on WHO's specific objectives to the proposer whose offer best meets the Organization's needs.</p> <p>e) decide not to award any contract.</p>
<b>31. Right to vary requirements at time of award</b>	At the time the Contract is awarded, WHO reserves the right to revise the scope of the work or to increase or decrease the quantity of services originally specified in Section 5: Terms of Reference / Schedule of requirements, and without any change in the unit prices or other terms and conditions of the proposal and the solicitation document.
<b>32. Notification of award</b>	Prior to the expiration of the period of proposal validity, WHO will notify the successful proposer in writing via email or via a notification from e-tendering system. After signing the contract with successful vendor, the unsuccessful vendors will be sent a regret notification.
<b>33. Payment terms</b>	Full payment of 100% is due within 30 days following receipt and acceptance of services, upon receipt of the invoice.
<b>34. Debriefing</b>	<p>WHO does not routinely offer debriefings to unsuccessful bidders. However, for tenders over \$300,000 or complex tenders, WHO may provide a debriefing upon written request. The request must be submitted within 30 calendar days of receiving the notification of non-award.</p> <p>The debriefing aims to highlight the strengths and weaknesses of the proposer's submission to help improve future proposals. It will not include discussion of other proposals or comparisons. Debriefings will be conducted only through in-person meetings, teleconference, or videoconference.</p>
<b>35. Proposal complaint</b>	<p>When a supplier believes that WHO did not follow its own procurement rules, the supplier may choose to raise a formal complaint. The Procurement Complaint Mechanism is only available to suppliers who:</p> <ul style="list-style-type: none"> <li>• Participated in a competitive procurement process and were not awarded a contract; and</li> <li>• The value of the contract award is higher than US\$ 300,000.</li> </ul> <p>A formal complaint must be submitted in writing within one month of the notification of the outcome of the competitive bidding process, to the following email address: <a href="mailto:procurementcomplaint@who.int">procurementcomplaint@who.int</a> and must include the minimum information detailed on the WHO website (<a href="#">WHO Procurement: frequently asked questions</a>).</p>
<b>36. Publication of Contract award</b>	WHO publishes on its <a href="#">contract awards webpage</a> the list of contracts for acquired goods and services of a value of USD 25 000 or more. This information is published with due observance of the requirements of confidentiality and security. Further procurement data about WHO can be obtained through <a href="#">WHO's Procurement Report</a> or at UNGM's <a href="#">Annual Statistical Report on UN Procurement</a> .
<b>37. Performance Security</b>	This is not mandatory; however, if specified in Section 3: Specific information to this RFP, the successful Proposer must provide a performance security in the stated amount and form within the specified timeframe after receiving the contract from WHO.

### Section 3: Specific Information to this RFP

The following specific information shall complement, supplement or amend the provisions in [Section 2: General Instructions to Proposers](#). In case there is a conflict, the provisions herein shall prevail over those in [Section 2: General Instructions to Proposers](#).

Instructions to Bidders article	Specific Instructions / Requirements
Scope of RFP and Intention to Bid <b>(Article 2)</b>	<p>The reference number of this Request for Proposal (RFP) is RFP 037-2026</p> <p>The services include the Advancing Budget Impact Analysis Guidelines in Indonesia's HTA to Support Evidence-Based Decision Making as further described in <a href="#">Section 5</a> of this RFP.</p> <p>The purpose of this RFP is to establish Contract.</p>
Clarification of the RFP <b>(Article 5)</b>	<p>a) <b>Contact details for clarification of solicitation documents</b> should be sent to WHO by:  <span style="color: red;">Select which applies</span>  <input checked="" type="checkbox"/> <b>Email</b> address <a href="mailto:wpinobids@who.int">wpinobids@who.int</a> wit copy to <a href="mailto:wpinoprocurement@who.int">wpinoprocurement@who.int</a></p> <p>b) <b>Deadline for submitting requests for clarifications / questions:</b>  <b>Date:</b> 16 June 2026  <b>Time</b> 12:00 Noon  <b>City and Country:</b> Jakarta, Indonesia  Responses to requests for clarification will be communicated in writing by WHO to all bidders via same medium as stated above.</p>
Language of the RFP <b>(Article 8)</b>	Language of this proposal shall be in English.
Currency of proposal (preferred) <b>(Article 13)</b>	Prices included in the proposal shall be preferably quoted in IDR
Proposal validity <b>(Article 14)</b>	120 days from the deadline for proposal submission.
Alternative proposals <b>(Article 17)</b>	Shall not be considered.
Pre-proposal conference <b>(Article 18)</b> .	<p>Will be held but not mandatory</p> <p>A Pre-proposal conference will be held on:  Date/Time: Friday, June 05, 2026 / 09:00 AM (Jakarta, Indonesia Time)  Location: Online via Microsoft Teams  Meeting Registration Link (required):</p> <p><a href="#">Pre-Proposal Conference RFP 037-2026 – Fill in form</a></p> <p>Contact/email: Procurement team / <a href="mailto:wpinoprocurement@who.int">wpinoprocurement@who.int</a></p>
Site Inspection <b>(Article 19)</b>	A site inspection will not be held.
Instructions for submission of Proposals <b>(Article 20)</b>	<p>Allowable manner of submitting proposals:  <input checked="" type="checkbox"/> <b>Email:</b> <a href="mailto:wpinobids@who.int">wpinobids@who.int</a></p> <p>The submitted technical and financial proposal shall be in reference to the enclosed Terms of References and budget component.</p> <p>A technical and financial proposal should be submitted separately in 2 emails stating in the subject the following reference number: RFP 037-2026.</p> <p>Submission of proposal can only be done electronically by email to: <a href="mailto:wpinobids@who.int">wpinobids@who.int</a> (including any other email address in the submission may disqualify the bid):</p>

Instructions to Bidders article	Specific Instructions / Requirements
	<ul style="list-style-type: none"> <li>o All information and documentation related to the technical proposal only containing forms (B,C,D, F and section 5.10) in the first email under the subject "TECHNICAL PROPOSAL – RFP 037-2026".</li> <li>o Please send a second email containing the financial proposal only including form E and H under the subject "FINANCIAL PROPOSAL – RFP 037-2026"</li> </ul> <p>The bidder must ensure that the content of all copies is identical. If at any time a difference is discovered between any copies of the proposal then the "Master Copy" will prevail as the official copy.</p> <p><b><u>ATTENTION</u>: Proposals which do not comply with the selected method of submission may be rejected.</b></p>
Deadline for proposal submission <b>(Article 21)</b>	Public proposal opening will not be held <b>CLOSING DATE: 16 June 2026</b> <b>CLOSING TIME: 12:00 mid-day</b>
Evaluation of technical and financial proposals <b>(Article 24)</b>	Evaluation will be based on the combined scoring method using a distribution of 70% : 30% of Technical Proposal to Financial Proposal respectively. This means that Technical Proposal will take 70%. and Financial Proposal will take 30%.  To be technically compliant, Proposers must obtain a minimum score of 60 out of 100 points in the technical evaluation.
Performance Security (Article 37)	Not Required

## Section 4: Evaluation Criteria

The evaluation criteria are divided into two.

- A- Technical Evaluation Criteria Weighing 70%
- B- Financial Evaluation Criteria Weighing 30%

### A- TECHNICAL EVALUATION CRITERIA

The technical evaluation criteria will follow the below process

1. Preliminary examination.
2. Evaluation of minimum eligibility and qualification/mandatory requirements.
3. Technical Proposal Weighted Scoring.

#### 1. Preliminary examination

WHO shall examine the proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the proposals are generally in order, among other indicators that may be used at this stage. WHO reserves the right to reject any proposal at this stage. Technical proposals found to contain financial proposal or pricing information will be rejected

#### 2. Minimum eligibility and qualifications (Mandatory Requirements)

The vendors proposals will be assessed on pass and fail methodology and failure in any of the criteria may exclude the vendor for consideration at next stage of weighted scoring. WHO reserves the right to seek clarification when a proposal contains unclear or ambiguous information that makes it difficult to evaluate the submission fairly against the published technical criteria.

Item	Minimum eligibility and qualifications (Mandatory Requirement)	Required supporting documents	Pass /Fail?
1.	<b><u>Corporate status of the company:</u></b> Proposer is a legally registered entity	Vendor to provide proof of legal registration or accreditation in form of incorporation certificate, business registration, trading licences by filling the form in <b>Annex D</b>	
2.	<b><u>Vendor Eligibility:</u></b> Vendor is not suspended, nor otherwise identified as ineligible, by any UN Organization, the World Bank Group or any other International Organization in accordance with Section 2: Clause 4.	Vendor to declare that its company is eligible by filling the form in <b>Annex D</b>	
3.	<b><u>Conflict of Interest:</u></b> The Proposer must have no conflict or perceived conflict of interest	Vendor to declare the absence of actual or perceived conflict of interest by filling the form in Annex F	
4.	<b><u>Bankruptcy:</u></b> Proposer has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgement or pending legal action against the vendor that could impair its operations in the foreseeable future	Vendor to declare that the company is not subject to bankruptcy, insolvency, or related proceedings through completion of Annex F	
5.	<b><u>Non-performing contracts and History of Litigation:</u></b> Vendor must declare that during the last 3 years, that its company has no non-performing contracts because of its company's default and that its company has no consistent history of court/arbitral award decisions against itself.	Vendor to declare that its company is eligible by filling the form in Annex D	
6.	<b><u>Company / Experience-</u></b> The proposer must have minimum 3 years of relevant experience in HTA, health economics, economic evaluation, or related analytical	Company should provide a list of relevant projects demonstrating that required experience through completion of form D	

	work. (For Joint Venture/Consortium/Association, all Parties cumulatively should meet the requirement).		
7.	<b>Past performance:</b> The proposer must submit at least: a) List of 3 relevant/comparable contracts and b) at least one reference letter or certificates of satisfactory performance for related services.	Company / respondent should provide reference letter related to the current project, Fill form D for the list of relevant projects	

**N.B Failure in any of the above mandatory criteria will result in the vendors proposal not being considered for weighted Scoring.**

### 3. Weighted Scoring Criteria

Vendors who pass the preliminary and minimum eligibility requirements will have their proposals evaluated using a weighted scoring system, depending on the quality and clarity of the submitted proposal. Each proposal will be assessed against the set criteria, and a weighted score will be calculated to determine the most technically and/or financially advantageous offer.

The number of points which can be obtained for each evaluation criterion is specified below and indicates the relative significance or weight of the item in the overall evaluation process. As indicated, these points or even the criteria can be changed depending on the RFP requirements

The scoring scale per criteria was defined as follows:

Criteria evaluated as:	Based on the following supporting evidence:	Corresponds to the % of maximum score
Excellent and fully detailed	Excellent evidence of ability to exceed requirements	100%
Substantially detailed	Good evidence of ability to exceed requirements	80%
Averagely detailed	Satisfactory evidence of ability to support requirements	50%
Marginally detailed	Marginally acceptable or weak evidence of ability to support requirements	20%
Very minimally detailed	Lack of evidence to demonstrate ability to comply with requirements	10%
No submission	Information has not been submitted or is unacceptable	0%

Weighted Criteria and maximum Score for each criteria is as follows.

Section 1. Institutional Capacity		Max Points
1.1	Demonstrated institutional experience in HTA, economic evaluation, or related analytical work relevant to the assignment	8
1.2	Experience in developing technical guidance, frameworks, or analytical tools	6
1.3	Experience working with government institutions and/or international organizations in relevant technical areas	6
<b>Total Section 1</b>		<b>20</b>
Section 2. Quality of Technical Proposal		
2.1	Proposed methodology comprehensively addresses all phases of the assignment (including landscape analysis, development, piloting, and finalization), and demonstrates a clear and logical approach to delivery	12
2.2	Practical applicability and feasibility of the proposed approach and outputs, including their usability and relevance for decision-making contexts	10
2.3	Demonstrated understanding of the national context and alignment with relevant processes and systems	8
2.4	Proposed approach for stakeholder consultation, validation, and engagement	6
2.5	Proposed approach for pilot testing and refinement of outputs	5
2.6	Proposed capacity strengthening approach (including training materials and delivery)	4
2.7	Proposed workplan clearly outlines activities, sequencing, milestones, and deliverables, with logical phasing and feasibility within the proposed timeframe	5

<b>Total Section 2</b>		<b>50</b>
<b>Section 3. Key Personnel</b>		<b>Max Points</b>
3.1	Relevant expertise and experience of the proposed team in HTA, economic evaluation, and/or related analytical work	12
3.2	Team composition, structure, and roles are appropriate and aligned with the scope of work	10
3.3	Adequacy of team composition and availability of resources to deliver the assignment	8
<b>Total Section 3</b>		<b>30</b>
<b>Grand Total</b>		<b>100</b>

**NOTE**

- a) A minimum score of 60 out of 100 points is required to pass the technical evaluation. Proposals that do not meet the minimum technical score will not be considered for financial evaluation.
- b) Rating the Technical Proposal (TP):  

$$\text{TP Rating} = (\text{Total Score Obtained by the Offer} / \text{Max. Obtainable Score for TP}) \times 100$$

**B- FINANCIAL EVALUATION**

Once the technical evaluation is finalized, all evaluation panel members will sign the technical evaluation report. Only financial proposals from bidders who meet the minimum technical score, as indicated above, will be opened and evaluated. Proposals that do not meet the minimum technical threshold will be rejected.

The formula for the rating of the proposals will be as follows:

**Rating the Technical Proposal (TP):**

$$\text{TP Rating} = (\text{Total Score Obtained by the Offer} / \text{Max. Obtainable Score for TP}) \times 100$$

**Rating the Financial Proposal (FP):**

$$\text{FP Rating} = (\text{Lowest Priced or Cost Offer} / \text{Price or Cost of the Offer Being Evaluated}) \times 100$$

**Total Combined Score:**

$$(\text{TP Rating}) \times (\text{Weight of TP } 70\% + (\text{FP Rating}) \times (\text{Weight of FP i.e. } 30\%) = \text{Total Combined and Final Rating of the Proposal.}$$

## Section 5: Terms of Reference -Services

### 5.1 Introduction

WHO is seeking for a qualified, eligible and competent proposer for the Advancing Budget Impact Analysis Guidelines in Indonesia's HTA to Support Evidence-Based Decision Making

This requirement will lead to Long-Term Agreements (LTA), WHO deserves the right to award one or several vendors. In case of several awards for this requirement, subsequent streams of work will be awarded after secondary bidding/mini bids from the LTA Holders.

### 5.2 Characteristics of the Contractor is

#### 5.2.1 Status

The Proposer shall be a Profit or non Profit company/entity operating in the field of public health, health technology assessment, health economics, or related areas

#### 5.2.2 Accreditations

An accreditation (ISO 9001 or equivalent; other in a relevant field or specific accreditation/certification) or an on-going accreditation process by a certified accreditation body would be an asset (desirable).

#### 5.2.3 Previous experience

##### **Mandatory:**

- Proven experience in the field of health technology assessment (HTA), health economics, and/or budget impact analysis (BIA).
- Previous work with WHO, other international organizations and/or major institutions in the field of health system strengthening or public health

##### **Desirable:**

- Experience in developing technical guidelines, policy frameworks, or analytical tools related to HTA or economic evaluation.
- Experience working within social health insurance systems (e.g. JKN) or national decision-making processes for health programmes, interventions, or technologies.
- Experience in capacity building, training, or development of learning materials (including digital/LMS-based content).

#### 5.2.4 Staffing

The selected contractor is expected to dedicate the following human resources to the project (provide details as required)

- A project manager of an adequate level of qualification and experience (please attach resume to your proposal) shall be dedicated to the project.
- The designated project manager that should be responsible for overall coordination, quality assurance, and stakeholder engagement, and shall remain consistent throughout implementation. In case of replacement, equivalent qualifications must be ensured, subject to WHO approval.
- Sufficient capacity and knowledge is required to cover the following areas of expertise:
  - Health Technology Assessment (HTA) and economic evaluation (including budget impact analysis and/or cost-effectiveness analysis)
  - Policy and guideline development, including translation of technical analysis into practical recommendations
  - Understanding of national processes for evaluation, selection and adoption of health interventions or technologies
  - Data analysis and/or quantitative modeling (desirable)
  - Capacity building and training delivery (desirable)
- WHO pays utmost attention to the level of qualification and experience of the individuals involved, and to continuity in the services. The profiles (no individual names required) of the personnel proposed for these services should be included in the technical proposal.
- All staff with full professional working proficiency/native or bilingual proficiency in English or Bahasa Indonesia.

The Proposer is expected to outline the roles and responsibilities of those staff in the technical proposal. Activities will be carried in normal working hours of Jakarta/Indonesia time zone.

### 5.2.5 Work to be performed

Health Technology Assessment (HTA) in Indonesia plays a strategic role in supporting evidence-based decision-making for the inclusion of health interventions and technologies within the National Health Insurance (JKN) programme. HTA is used to ensure that health technologies adopted into the benefit package demonstrate clinical effectiveness, safety, and value for money.

As part of ongoing health system transformation efforts, the Government of Indonesia has strengthened the institutionalization of HTA through the introduction of a more integrated business process, including the principle of “one door, one standard”. This aims to ensure that all health technologies are evaluated through a consistent, transparent, and standardized process. However, while progress has been made, the application of analytical approaches within HTA remains variable, and key components are not yet consistently applied across assessments.

One important component that requires further strengthening is the application of Budget Impact Analysis (BIA) as part of the HTA process. Current practices of BIA remain partial and are often limited to direct cost projections, without fully considering broader system implications or alignment with available resources. In addition, there is currently no standardized reference to guide the categorization of technologies based on their level of impact, which may affect the selection of appropriate assessment pathways and contribute to inconsistencies in evaluation approaches.

The absence of standardized technical guidance for BIA may also limit the effective implementation of the “one door, one standard” process, as different assessments may apply varying assumptions and methodologies. Strengthening the methodological foundation and application of BIA within HTA is therefore critical to improving the consistency, transparency, and robustness of decision-making, as well as supporting more efficient and sustainable use of available resources within the health system.

In response to these challenges, this assignment aims to support the development, testing, and finalization of technical guidance on BIA within the HTA process, as well as to strengthen national capacity for its application. The work will include a comprehensive review of current practices, development of methodological approaches, stakeholder consultation, pilot testing, and capacity-building activities to ensure that the guidance is practical, context-appropriate, and aligned with national systems and priorities.

### 5.3 Key requirements

The selected supplier shall perform the following tasks and deliver the corresponding outputs:

1. Landscape analysis of the current practices
  - a. Review existing practices and approaches related to BIA within HTA processes, including relevant approaches used by key stakeholders
  - b. Assess how current analytical practices are applied and identify key gaps, challenges, and areas for improvement
  - c. Examine linkages between current analytical practices, national budget planning processes, and the fiscal capacity of the JKN system

Deliverable: Landscape analysis report

2. Development of methodological framework
  - a. Develop a structured framework to guide the application of budget impact analysis
  - b. Define key parameters and methodological considerations relevant to the BIA framework
  - c. Propose approaches to ensure methodological consistency across different types of technologies

Deliverable: Methodological framework for BIA

3. Development of technical guidance
  - a. Develop technical guidance documents based on the proposed framework
  - b. Include practical tools, templates, or examples to support implementation
  - c. Propose a systematic approach for classifying or categorizing technologies to support appropriate selection of HTA evaluation pathways

Deliverable: Draft technical guidance on BIA

4. Consultation, pilot testing and finalization
  - a. Conduct consultations with relevant stakeholders to validate the proposed guidance
  - b. Pilot the application of the guidance using selected case examples
  - c. Refine and finalize the guidance based on feedback and testing

Deliverable: Consultation summary, pilot testing report, and final technical guidance

5. Capacity strengthening
  - a. Develop training materials and/or modules to support the application of the guidance
  - b. Deliver one capacity building activities or training sessions for relevant stakeholders, with training record and participant feedback documented
  - c. Support dissemination and initial uptake of the guidance

**Deliverable:** Training materials, capacity building curriculum, and training report

#### 5.4 Place of Performance

The work will be conducted remotely, with selected activities (such as stakeholder consultations, meetings, and training/workshop) conducted in Jakarta, as required.

#### 5.5 Timelines

This assignment is expected to be completed within six (6) months from the date of contract signature. The indicative timeline is as follows.

No	Activities	M1	M2	M3	M4	M5	M6
1	Landscaping the practice of BIA						
2	Methodological development and refinement						
3	Development of draft technical guidelines on BIA						
4	Pilot testing of the draft technical guidelines						
5	Finalization of technical guidelines						
6	Capacity building and training						

#### 5.6 Reporting requirements

The project manager of the selected contractor will be expected to provide an updated status in a written format on a monthly basis.

Formal reporting (by VC and in the format of a technical report) is expected upon delivery of each deliverable (see above).

Additional reporting activities may be requested by WHO or initiated by the project manager on a need basis.

#### 5.7 Finance and accounting requirements.

Payments will be released by WHO against the satisfactory and timely production of deliverables.

#### 5.8 Performance monitoring

The Contractor will be evaluated on:

- Quality and timeliness of deliverables, including the ability to produce technically sound outputs within the agreed timelines;
- Effective project management, including planning, coordination, and communication with WHO and relevant stakeholders;
- Responsiveness and adaptability, including the ability to address feedback and evolving requirements in a timely manner;
- Efficient use of resources, including adherence to the agreed budget.

## 5.9 Further Capacities

The bidder shall propose key personnel with the following minimum qualifications:

1. Project manager/team leader
  - a. Advanced degree in public health, health economics, pharmacy, or related field
  - b. At least 8 years of relevant professional experience
  - c. Demonstrated experience in health technology assessment (HTA) and/or related analytical or policy work
  - d. Experience in technical advisory, guideline development, or similar assignments
  - e. Proven experience in leading multidisciplinary teams and engaging with stakeholders
  - f. Strong analytical, facilitation, and report-writing skills
2. Technical expert(s)
  - a. Degree in public health, health economics, biostatistics, epidemiology, pharmacy, or related field
  - b. At least 5 years of relevant professional experience
  - c. Experience in analytical work, evaluation, or development of technical tools or framework, including HTA and/or similar approaches
  - d. Experience contributing to policy-relevant analysis or technical reports
  - e. Strong analytical and writing skills
3. Data analyst/research support (as applicable)
  - a. Degree in statistics, epidemiology, economics, public health, or related field
  - b. At least 3 years of relevant experience in data analysis or research
  - c. Experience in data management, quantitative analysis, or literature review
  - d. Ability to support preparation of technical outputs and documentation

## 5.10 Format of the Bidders Proposal

The proposal from the Proposer should include among others the following information

### 5.10.1 Executive Summary

The bidder's proposal must be accompanied by an Executive Summary (of 3 pages maximum) introducing the proposed solution and approach / methodology.

### 5.10.2 Approach/Methodology

Bidders are invited to describe the methodology of work that will be adopted in the various stages of the workplan, and their proposed approach to satisfy WHO's expectations (in line with Requirements detailed under 5.3 above). The approach should include, but not limited to:

- Proposed workplan and sequencing of activities
- Methodological approach, including analytical methods, development of technical guidelines, and proposed processes for validation and refinement
- Stakeholder engagement approach, including consultation, coordination, and facilitation of discussions with relevant stakeholders
- Approach to pilot testing and application
- Capacity strengthening approach, including development of training materials and delivery of training activities
- Quality assurance mechanisms to ensure technical rigor and consistency
- Risk management, including identification of potential risks and mitigation measures
- Performance monitoring, including proposed indicators or measures to track progress and ensure timely delivery

### 5.10.3 Proposed Solution

The bidder shall present a clear and structured proposed solution aligned with the requirements described under Chapter 3.

The proposed solution should:

- Describe the overall approach and key components of the services, demonstrating a clear all components of the service;
- Outline the steps of the implementation approach, including how each phase of the work will be carried out;
- Present a detailed workplan, including work packages, key activities, and milestones linked to the expected deliverables;
- Demonstrate how the proposed approach will ensure the quality, relevance, and practical applicability of outputs.

### 5.10.4 Proposed Timeline

A Timeline project plan following the timelines indicated under 5.5 above should be presented either in MS Project MPP, XLS or PDF format.

## Section 6: General Conditions of Contract

### 6.1 General Conditions of the Contract for the Agreement for the Performance of Work (APW)

In the event of an Agreement for the Performance of Work (APW) is the resultant contract type, the General Conditions attached to the APW will be applicable and can be downloaded on the link below.

<https://www.who.int/publications/m/item/general-and-contractual-conditions>.

### 6.2 General Conditions of the Contract for the Technical Services Agreement (TSA)

In the event of a Technical Services Agreement (TSA) is the resultant contract type, the General Conditions attached to the TSA will be applicable and can be downloaded on the link below.

<https://www.who.int/publications/m/item/tsa-general-conditions>

### 6.3 Failure to access the general Conditions of Contract

In case the proposer fails to access and download the above General conditions, please contact us at the email [procurement@who.int](mailto:procurement@who.int) and the pdf copy will be sent to you

### 6.4 General conditions of the contract that will apply to this RFP

For this RFP, the following general conditions of the Contract will apply

#### Select One:

- General Conditions of the Contract for the Agreement for the Performance of Work (APW)
- General Conditions of the Contract for the Technical Services Agreement (TSA)

### 6.5. Acceptance of the general Conditions of Contract

By submitting a proposal in response to this RFP, the proposer confirms that they have accessed, read, understood, and accepted the General Terms and Conditions. The proposer further acknowledges that, if awarded the contract, these General Conditions shall apply.

## Section 7: Returnable Forms

The following forms must be submitted with the vendor's proposal. Failure to submit the mandatory completed forms may result in proposal rejection.

These forms include.

Nature of Form	Name of the Form
Mandatory	<a href="#">Annex A: Letter of Intent</a>
Mandatory:	<a href="#">Annex B: Confidentiality Undertaking</a>
Mandatory	<a href="#">Annex C: Proposal completeness form</a>
Mandatory	<a href="#">Annex D: Proposers Information.</a>
Mandatory	<a href="#">Annex E: Financial Proposal Form</a>
Mandatory	<a href="#">Annex F Self Declaration Form</a>
Mandatory for joint ventures	<a href="#">Annex G Joint Venture/Consortium/Association Information</a>
Optional	<a href="#">Form H: Sustainable Procurement Questionnaire</a>
Optional	<a href="#">Annex I: CV Template</a>

## Annex A: Letter of Intent

Please acknowledge receipt of this RFP by completing this form and submitting it under the “Correspondence” tab of UNGM by the date specified, in the Letter of Invitation or through the email indicated in the RFP

From: [Company]

UNGM  
Number: [Insert UNGM number]

Subject RFP reference: RFP 037-2026

Check the appropriate box	Description
<input type="checkbox"/>	<b>YES</b> , we intend to submit a proposal.
<input type="checkbox"/>	<b>NO</b> . We are unable to submit a competitive proposal for the requested services at this time.

If you selected NO above, please indicate the reason(s) below:

Check applicable	Description
<input type="checkbox"/>	The requested services are not within our range of supply.
<input type="checkbox"/>	We are unable to submit a competitive proposal for the requested services at this time.
<input type="checkbox"/>	The requested services are not available at this time.
<input type="checkbox"/>	We cannot meet the requested terms of reference.
<input type="checkbox"/>	The information provided for proposal purposes is insufficient.
<input type="checkbox"/>	Your RFP is too complicated.
<input type="checkbox"/>	Insufficient time is allowed to prepare a proposal.
<input type="checkbox"/>	We cannot meet the delivery requirements.
<input type="checkbox"/>	Sustainability criteria/requirements are too stringent (if applicable).
<input type="checkbox"/>	We do not export.
<input type="checkbox"/>	We do not sell to the UN.
<input type="checkbox"/>	Your requirement is too small.
<input type="checkbox"/>	Our capacity is currently full.
<input type="checkbox"/>	We are closed during the holiday season.
<input type="checkbox"/>	We had to give priority to other clients' requests.
<input type="checkbox"/>	The person handling proposals is away from the office.
<input type="checkbox"/>	We cannot adhere to your terms and conditions e.g. payment terms, request for Performance Security etc. <i>(please provide details below)</i> :
<input type="checkbox"/>	We would like to receive future RFPs for this type of service.
<input type="checkbox"/>	We do not wish to receive RFPs for this type of service.
<input type="checkbox"/> <b>Other reasons</b>	Click or tap here to enter text.

## Annex B: Confidentiality Undertaking

1. The World Health Organization (WHO), acting through its Department / Business centre of Health System Strengthening has access to certain information relating to Advancing Budget Impact Analysis Guidelines in Indonesia's HTA to Support Evidence-Based Decision Making which it considers to be proprietary to itself or to entities collaborating with it ("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 the Advancing Budget Impact Analysis Guidelines in Indonesia's HTA to Support Evidence-Based Decision Making Project ("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. Notwithstanding any specific provision herein, this Undertaking and any dispute arising therefrom or relating thereto shall be governed by general principles of law, to the exclusion of any single national system of law. Any dispute arising from or relating to the Undertaking, including its validity, interpretation, or application, shall, unless amicably settled, be subject to conciliation. In the event 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 parties 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 parties shall accept the arbitral award as final.
8. Nothing in this Undertaking shall constitute or be deemed to constitute a waiver of any of the privileges and immunities enjoyed by WHO under any source of law, or as a submission to the jurisdiction of any national court or tribunal.

### Acknowledged and Agreed:

Company Name:	Company name
Mailing Address:	Indicate your address.
Name and Title of duly authorized representative:	Indicate name and title of your authorized representative
Signature:	
Date:	Select date from drop down

## Annex C: Proposal Completeness Form

To be filled by the vendor and submitted as guided. Please ensure Forms in the technical proposal must be separated from forms to be submitted in the financial proposal.

Form	Requirement	Completed in full (Yes/No)
Annex A	<b>Letter of Intent</b> To be submitted before the closing date either by email or via In-tend Correspondence tab	<input type="checkbox"/> Yes <input type="checkbox"/> No
Annex B	<b>Confidentiality undertaking form</b> To be part of technical proposal	<input type="checkbox"/> Yes <input type="checkbox"/> No
Annex C	<b>Proposal completeness form</b> To be part of technical proposal	<input type="checkbox"/> Yes <input type="checkbox"/> No
Annex D	<b>Information about Proposer</b> To be part of technical proposal	<input type="checkbox"/> Yes <input type="checkbox"/> No
Annex E	<b>Financial Proposal</b> To be part of financial proposal	<input type="checkbox"/> Yes <input type="checkbox"/> No
Annex F	<b>Self-Declaration Form</b> To be part of technical proposal	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Section 5.10: Format of the Bidders Proposal</b>	<b>Technical Proposal</b> , including: - Executive Summary, - proposed solution, - approach/methodology, - timeline. Please provide all information including relevant attachments to make a robust proposal To be part of technical proposal	<input type="checkbox"/> Yes <input type="checkbox"/> No
Form G	<b>Joint venture Form</b> To be part of technical proposal	<input type="checkbox"/> Yes <input type="checkbox"/> No
Company Name:	Company name	
Mailing Address:	Indicate your address.	
Name and Title of duly authorized representative:	Indicate name and title of your authorized representative	
Signature:		
Date:	Select date from drop down	

N.B Combining or misplacement of proposals i.e. financial documents in technical envelope and technical documents in financial envelope may lead to the rejection of the proposal.

- a) If Submission of proposals is via a dedicated email, please first send the technical proposal only containing forms (B, C, D F and section 5.10) in the first email under the subject "TECHNICAL PROPOSAL". Please send a second email containing the financial proposal only including forms E and H under the subject "FINANCIAL PROPOSAL"
- b) If the submission is via In-Tend, please upload the technical proposal and all technical forms in the Technical Envelope. Upload the Financial proposal and all financial forms. In the Financial Envelope

## Annex D: Proposer Information

RFP Reference	RFP 037-2026
Legal name of proposer	Click or tap here to enter text.
Legal address, city, country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of registration	Click or tap here to enter text.
Proposer's Authorized Representative information	Name and Title: Click or tap here to enter text. Telephone numbers: Click or tap here to enter text. Email: Click or tap here to enter text.
Legal structure	Choose an item.
No. of full-time employees	Click or tap here to enter number.
No. of staff involved in similar contracts	Click or tap here to enter number.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Years of supplying to UN organizations	Click or tap here to enter text.
Are you a WHO vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Countries of operation	Click or tap here to enter text.
History of Bankruptcy	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain in a separate sheet

### History of Non-Performing Contracts

<input type="checkbox"/> No non-performing contracts during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

### Litigation History and Legal Information

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (state currency)	Contract Identification	Total Contract Amount (state currency)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

**Previous Relevant Experience**

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which your company was legally contracted or sub-contracted by the Client or was one of the Consortium/JV partners. Assignments completed your Company’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the Company, or that of the Company’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Company should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested.

The vendors are required also to provide the below details in their proposals in the chronological order indicated.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken and role (Contractor, sub-contractor or consortium member)

Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

## Annex E: Financial Proposal Form

**Note: The inclusion of any financial information in the Technical Proposal may lead to disqualification of the Proposer**

Currency of the proposal: IDR

The Undersigned, [Company] confirms to have read, understood and accepted the terms of the Request for Proposals (RFP) No., and its accompanying documents. If selected by WHO for the work, the Undersigned undertakes, on its own behalf and on behalf of its possible partners and Contractors, to perform Title of the RFP in accordance with the terms of this RFP and any corresponding contract between WHO and the Undersigned, for the amount(s) as detailed in the attached Excel form (Budget Template – Cost Breakdown).

### CURRENCY IDR

#### WORK PLAN AND BUDGET Developing Advanced Budget Impact Analysis Methods

Code	Description	Detailed Cost Estimate						Unit Cost	Total Cost
<b>A</b>	<b>Developing Advanced Budget Impact Analysis Methods</b>								
	> Professional Fee								
522131	Consultant								
	Team Leader	person		months					
	> Operational Implementation of Preparation of Manual for Budget Impact Analysis Method								
521211	In Office Meeting								
	- Snack	package		times					
	- Lunch	package		times					
	- Stationery	pax		pax					
	- Fotocopy	pax		pax					
	- Computer Supplies	pax		pax					
	- Print Books	pax		pax					
522151	Professional Fee								
	> Teleconference								
	- Honorarium for Spokeperson	person		hours		times			
	- Honorarium for Moderator	person		hours					
<b>A</b>	<b>TOTAL</b>								
524113	Inside the city meeting								
	- Transport	person		times		times			
524111	Outside the city meeting								
	- Transport	person		times		times			
	- Daily Allowance	person		days		times			
	- Accomodation	person		days		times			
<b>B</b>	<b>Workshop on Advanced Budget Impact Analysis</b>								
	> Capacity Building : HTA								
522151	Professional Fee								
	- Honorarium for Spokeperson	person		hours		times			
	- Honorarium for Moderator	person		times					
524111	Outside the city meeting								
	- Transport	person		times		times			
	- Daily Allowance	person		days		times			
	- Accomodation	person		days		times			
524113	Inside the city meeting								
	- Transport	person		days		times			
<b>B</b>	<b>TOTAL</b>								
<b>GRAND TOTAL</b>									

The enclosed Proposal is valid for 120 days from the date of this form (Ref. Article 14 of Section Error! Reference source not found.).

Agreed and accepted on **Select the date.**

Company Name:	Company name
Mailing Address:	<b>Indicate your address.</b>
Name and Title of duly authorized representative:	<b>Indicate name and title of your authorized representative</b>
Signature:	
Date:	<b>Select date from drop down</b>

## Annex F: Self Declaration Form

### Applicable to private and public companies

[Company] (the “Company”) 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 judgment.
- 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 misconduct (an all-inclusive term which includes sexual exploitation, sexual abuse, sexual harassment, and all forms of prohibited sexual behaviour), harassment and other types of abusive conduct and has appropriate procedures in place to prevent and respond to sexual misconduct (an all-inclusive term which includes sexual exploitation, sexual abuse, sexual harassment, and all forms of prohibited sexual behaviour), harassment and other types of abusive conduct.

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	[Company]
Mailing address	Click or tap here to enter text.
Name and Title of authorized representative	Click or tap here to enter text.
Signature	
Date	Click or tap to enter a date.

## Annex G: Joint Venture/Consortium /Association Information

Name of Proposer:	[Company]	Date:	Click or tap to enter a date.
UNGM Number:	Click or tap here to enter text.		
RFP reference:	RFP 037-2026		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	Click or tap here to enter text.	Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.
3	Click or tap here to enter text.	Click or tap here to enter text.

<p><b>Name of leading partner</b></p> <p>(with authority to bind the Joint Venture / Consortium / Association during the RFP process and, in the event that a Contract is awarded, during contract execution)</p>	<p>Click or tap here to enter text.</p>
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We have attached a copy of the below-referenced document signed by every partner, which describes in detail the likely legal structure of and the confirmation of joint and severable liability of the members of the said Joint Venture:

Letter of intent to form a joint venture **OR**  Joint Venture / Consortium / Association agreement.

We hereby confirm that, if the Contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to [Click or tap here to enter text.](#) for the fulfilment of the provisions of the Contract.

Name of partner:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Annex H: Sustainable Procurement Questionnaire

Sustainable procurement, which includes environmental, social and economic factors, is one of the [Guiding Principles of WHO Procurement](#) and in order for it to be implemented requires the collaboration of its suppliers.

Suppliers wishing to do business with WHO are expected to read, accept and agree to comply with the WHO Policies and the General and Contractual Conditions as identified in the [WHO Procurement website](#). In addition, suppliers are expected to adhere to the principles, and meet the standards, set forth in the [UN Supplier Code of Conduct](#), the UN's expectations on the areas of labor rights, human rights, environmental standards and ethical conduct.

In order for WHO to have a better understanding of where suppliers stand on these areas, suppliers are required to complete the following questionnaire. WHO understands its suppliers are at different stages of implementing these standards and expects them to progressively be enhanced in line with the Code's continuous improvement principle. As such, while replying to this questionnaire is mandatory, WHO will not be evaluating the input received, unless specifically indicated on the solicitation document's evaluation criteria section. WHO however reserves its right to verify the completeness and accuracy of information provided.

<p><b>1. Environmental Responsibility</b> Does your organization manage and mitigate the impacts of its operations on the environment such as through the maintenance of a formal Environmental Management System, such as ISO14001?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No Additional comments/details:</p>
<p><b>2. Social Responsibility</b> Does your organization manage and mitigate the impacts of its operations on local communities such as through the development of local community outreach programs?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No Additional comments/details:</p>
<p><b>3. Labor Rights</b> Does your organization have policies and processes in place to identify and remediate instances of child and forced labor or discrimination in its operations?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No Additional comments/details:</p>
<p><b>4. Health and Safety</b> Does your organization proactively safeguard the health and safety of its employees such as through the maintenance of a formal health and safety management system, such as OHSAS18001?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No Additional comments/details:</p>
<p><b>5. Equal Opportunity</b> Does your organization have policies and processes in place to eliminate discrimination and promote equal opportunities for men and women at all levels such as through employment and outreach activities to target qualified females and minority community members such as persons with disabilities?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No Additional comments/details:</p>
<p><b>6. Supply Chain Responsibility</b> Does your organization possess a supplier code of conduct that complies with the expectations set out in the UN Supplier Code of Conduct?</p> <p>Does your organization enforce its suppliers' compliance with the code of conduct through regular monitoring and communication, such as through SA8000?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No Additional comments/details:</p>
<p><b>7. Supplier Diversity and Inclusion</b> Does your organization actively promote the inclusion of local small, medium or minority businesses such as those owned by women, youths, ethnic and social minority groups including persons with disabilities?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No Additional comments/details:</p>
<p><b>8. Social and Environmental Regulatory Compliance</b> In the past five years, has your organization ever been cited for non-compliance with any local social and environmental regulations in the countries where you operate?</p> <p>If your organization has been cited, please provide documentation regarding the issue of non-compliance and the country of origin as well as how the issue was resolved and compliance achieved.</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No Additional comments/details:</p>
<p><b>9. Ethical Business Behaviour</b> Does your organization have the policies and processes in place to avoid and pro-actively prevent any form of proscribed practices: corruption, fraud, coercion, collusion, unethical practice and obstruction?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No Additional comments/details:</p>

<p><b>10. UN Global Compact</b></p> <p>Is your organization a participant of the <a href="#">UN Global Compact (UNGC)?</a>          If yes, year in which your organization joined the UNGC          UNGC participant #, date of last COP and level of COP.</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>Additional comments/details:</p>
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**Acknowledged and confirm:**

Company name	[Company]
Mailing Address	Click or tap here to enter text.
Name and Title of duly authorized representative:	Click or tap here to enter text.
Signature:	
Date	Click or tap to enter a date.

## Annex I: CV Template

In addition to the required information stated in Annex 7 Evaluation Criteria, please refer to below format in preparing CVs of proposed personnel.

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Year of Experience Related to this RFP	[Insert]
Project Experience / Portfolio Related to this RFP	<i>[Describe the position in the project, the time of project assignments, tech stack and the scope of project work]</i>
Tech Stack/Technical Skills	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i>
	Name of institution: [Insert] Date of certification: [Insert]
Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>
	[Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>

	Reference 1:[Insert]
	Reference 2:[Insert]
	List of Relevant Publication 1:[Insert] 2:[Insert]

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I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

**ANNEX J: Government Standard Rate 2026 (attached)**