



**World Health
Organization**

**Event Manager for coordination of the National Meeting/Conference to release of Global
Adult Tobacco Survey Report and celebration of World No Tobacco Day for WHO Sri
Lanka/National Authority on Tobacco and Alcohol**

Request for Proposals (RFP)

Bid Reference

RFP-2023-Pillar 3 (NCD/006)

Country/Unit Name

NCD Unit, WHO, Sri Lanka

Closing Date:

03/ 05/ 2023]



The World Health Organization (WHO) is seeking offers for **“Event Management company to coordinate and provide audio visual facilities for the National Meeting/Conference to release of Global Adult Tobacco Survey Report and celebration of World No Tobacco Day for WHO Sri Lanka/National Authority on Tobacco and Alcohol**

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

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

1. Requirements

WHO requires the successful bidder, to carry out event management, coordination, provision of audio visual facilities for the national meeting/conference to celebrate the World No Tobacco Day and release of Global Adult Tobacco Survey report by the Ministry of Health (National Authority on Alcohol and Tobacco) in collaboration with WHO Sri Lanka (31 May and 1 June 2023).

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

The successful bidder shall be a ☒ for profit / ☐ not for profit institution operating in the field of hospitality, event management, preparation of documents and provision of audio-visual facilities with proven expertise in event management and hospitality industry.

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

Mandatory experience:

- Should have at least 5 years' of experience in the event management /provision of audio visual facilities.
- Availability of listed facilities in the Terms of Reference [WHO's requirements and expectations in line with TORs detailed in Annex 1 (work to be performed)]

Desirable criteria:

- Experience in working with UN agencies

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

2. Proposal

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

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

- Confidentiality undertaking (please complete Annex 2)
- Presentation of you / your Company / Institution (*please complete Annex 3*)
- Financial proposal



Financial proposal should include the total estimated budget with a detailed breakdown.

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

3. Instructions to Bidders

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

A prospective bidder requiring clarification on technical, contractual or commercial matters may notify WHO via email at the following address no later than 30.04.2023.:

Email for submissions of all queries: sesrlprocurement@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 **03.05.2023 at 1600 hours Sri Lanka time** ("the closing date"), by email at the following email address:

sesrlprocurement@who.int

(use Bid reference in subject line)

To be complete, a proposal shall include:

- A technical proposal, as described above and in the annexed detailed TORs;
- A Financial proposal that should be submitted as a separate document;
- All other prerequisites as per annexes 2-4
- Annexes 2 & 3, duly completed and signed by a person or persons duly authorized to represent the bidder, to submit a proposal and to bind the bidder to the terms of this RFP.

Each proposal shall be marked Ref: **RFP-2023-Pillar 3 (NCD/006)** .

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

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

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

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



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

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

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

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

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

4. Evaluation

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

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

Technical Weighting:	40% of total evaluation
Financial Weighting:	60 % of total evaluation

The technical evaluation of the proposals will include:

Addressing WHO's requirements and expectations in line with TORs detailed in Annex 1	25
At least 5 years of experience in the hotel/hospitality industry	10
Experience in working with UN agencies	05
TOTAL	40

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

A minimum of [35] points is required to pass the technical evaluation.

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:

- Award the contract to a bidder of its choice, even if its bid is not the lowest;
- 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;
- 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;
- Award the contract on the basis of the Organization's particular objectives to a bidder whose proposal is considered to be the most responsive to the needs of the Organization and the activity concerned;
- Not award any contract at all.

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

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

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

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

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

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

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



We look forward to receiving your response to this RFP.

Yours sincerely,


per Amit Aggarwal
Administrative officer .

**Annexes**

- Detailed Terms of Reference
- Confidentiality Undertaking
- Vendor Information Form
- Contractual provisions



Annex 1: Detailed Terms of Reference

“Event Management company to coordinate and provide audio visual facilities for the National Conference to release of Global Adult Tobacco Survey Report and celebration of World No Tobacco Day for WHO Sri Lanka/National Authority on Tobacco and Alcohol (31 May and 1 June 2023)”

1. **Purpose of the RFP** – The purpose is to select an event management company /agency to plan and conduct the national conference to release the Global Adult Tobacco Survey Report and celebrate World No Tobacco Day to be held on 31 May and 1 June 2023. The selected partner will work under the guidance of WCO Sri Lanka (client) in planning and conducting the event ensuring smooth operations and highest standards expected of a flagship event.
2. **Background** : Sri Lanka is in the process of releasing the Global Adult Tobacco Survey Report and celebrating the World No Tobacco Day 2023. The conference will be organized by the Ministry of Health (National Authority on Tobacco and Alcohol) in collaboration with World Health Organization, Sri Lanka. Given the current socio-economic implications at the country, MoH and NATA requested WHO support to organize the conference.
3. **Objective:** -
The objective of this RFP is to complete the following outputs:
 - a. Coordinate with client and provide audio-visual facilities to the event
 - b. Prepare the venue with an indoor conference facility for two days
 - c. Preparation of 08 standees (2.5 ft X 6 ft)
4. **Requirements/ work to be performed:**

Sl. No	Item	Description
Prior to the meeting/ conference		
1	Artwork designing	EM is expected to develop the artwork required for printing (invitations) visibility activities (including banners and backdrops) and audio- visual effects. Proposal should include potential designs/themes which could be used for the event.
2	Invitations	Design, print, write and deliver the invitations with RSVP tracking Size – A5, 300 GSM artboard, 4 colour - 300 Nos.
3	Branding	Branding with self-standing panels - 08 (2.5 ft X 6 ft) The message and design will be provided/ in consultation with the Client/NATA
4	Dockets	Printing of 350 dockets with branding messages (including 3 A4 size documents as contents of dockets. *Content and design to be provided by the client)
5	Loop development	Creating two loops to be displayed on the LED walls
Conference. *Venue to be informed by client		
6	Registration desk	EM to arrange a registration area with visibility standees/banners
7	Seating plan	EM to support in coordination with client and hotel (if necessary)
8	Drummers	Drummers for lighting of the oil lamp should be arranged by EM



9	Backdrop	Main hall - A suitable printed backdrop to cover the full width of the stage (10 X 16 ft)
10	LED walls/ Screens	Main hall - 2 nos of LED walls (10 X 14 ft) on either side of the center backdrop. Standard equipment required for the full AV coverage of the session on 31 May 2023
11	Sounds	Sound system with standard equipment required for the full AV coverage of the event for the main hall At least 4 FM microphones
12	Lighting	Adequate lighting for the stage and the audience should be provided for the main hall
13	Photography	Photographic coverage of the total event –Supply of all photographs in high resolution JPEG format including 4R size album with approx. 100 photos to client within a week.
14	Videography	Main hall- 2HD cameras with live output to the video wall. Live stream of the event to be done across WHO and Ministry of Health (NATA) social media platforms including you tube. The final edited recording to be provided within a week of completion of the event.
15	Facilitation of online resource persons	Main hall: Some resource persons will join the event online (CDC, SEARO). The Zoom/Microsoft Teams account needed will be provided by the client.
16	IT support	IT support for the smooth functioning of the programme
17	MC	A person to compere the programme only for the morning session (31 May 2023)

- A detailed 3D visualization of the key elements (stage design/branding) should be included in the proposal.
- All individual items specified above should be quoted separately

5. Experience of the firm/hotel:

- Should have at least 5 years of experience in carrying out related conference with examples or evidence

6. Desirable experience:

- Experience in working with UN agencies

7. Activity Coordination & Reporting

Technical Officer:	T Suveendran / NPO / MH	Email:	suveendrant@who.int
For the purpose of:	Clarifications of on the facilities to conduct the workshop – Reporting		
Administrative Officer:	Mr Amit Aggarwal / Administrative Officer / WHO	Email:	aggarwalam@who.int



For the purpose of:	Financial management of the contract
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8. Place of assignment - Colombo.



Annex 2: Confidentiality Undertaking

- The World Health Organization (WHO), acting through its Department of NCD, WHO/SRL, has access to certain information relating to the technical products and deliverables under this project which it considers to be proprietary to itself or to entities collaborating with it (hereinafter referred to as "the Information").
- 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 "NCD, WHO/SRL Event Management company to coordinate and provide audio visual facilities for the National meeting/Conference to release of Global Adult Tobacco Survey Report and celebration of World No Tobacco Day for WHO Sri Lanka/National Authority on Tobacco and Alcohol (31 May and 1 June 2023) " ("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.
- 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:
 - was known to the Undersigned prior to any disclosure by WHO to the Undersigned (as evidenced by written records or other competent proof);
 - was in the public domain at the time of disclosure by or for WHO to the Undersigned;
 - becomes part of the public domain through no fault of the Undersigned; or
 - 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).
- 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.
- At WHO's request, the Undersigned shall promptly return any and all copies of the Information to WHO.
- The obligations of the Undersigned shall be of indefinite duration and shall not cease on termination of the above mentioned RFP process.
- Any dispute arising from or relating to this Undertaking, including its validity, interpretation, or application shall, unless amicably settled, be subject to conciliation. In the event of the dispute is not resolved by conciliation within thirty (30) days, the dispute shall be settled by arbitration. The arbitration shall be conducted in accordance with the modalities to be agreed upon by the Undersigned and WHO or, in the absence of agreement within thirty (30) days of written communication of the intent to commence arbitration, with the rules of arbitration of the International Chamber of Commerce. The Undersigned and WHO shall accept the arbitral award as final.
- Nothing in this Undertaking, and no disclosure of Information to the Undersigned pursuant to its terms, shall constitute, or be deemed to constitute, a waiver of any of the privileges and immunities enjoyed by WHO under national or international law, or as submitting WHO to any national court jurisdiction.

Acknowledged and Agreed:

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



**Annex 3: Vendor Information Form****Company Information to be provided by the Vendor submitting the proposal**

UNGM Vendor ID Number: <i>If available – Refer to WHO website for registration process*</i>			
Legal Company Name: <i>(Not trade name or DBA name)</i>			
Company Contact:			
Address:			
City:		State:	
Country:		Zip:	
Telephone Number:		Fax Number:	
Email Address:		Company Website:	
Corporate information:			
Company mission statement			
Service commitment to customers and measurements used <i>(if available)</i>			
Organization structure (include description of those parts of your organization that would be involved in the performance of the work)			
Relevant experience (how could your expertise contribute to WHO's needs for the purpose of this RFP) – <i>Please attach reference and contact details</i>			
Staffing information			

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



Annex 4: Contractual Provisions

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

1. **Compliance with WHO Codes and Policies.** By entering into the Contract, the Contractor acknowledges that it has read, and hereby accepts and agrees to comply with, the WHO Policies (as defined below).

In connection with the foregoing, the Contractor shall take appropriate measures to prevent and respond to any violations of the standards of conduct, as described in the WHO Policies, by its employees and any other 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 policy on Preventing and Addressing Abusive Conduct; (iv) the WHO Code of Conduct for responsible Research; (v) the WHO Policy on Whistleblowing and Protection Against Retaliation; and (vi) 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.