Request for Proposals No.: 2019/UHC/WKC/0015

To conduct research that address the key research priorities in four major research areas in Health Emergency and Disaster Risk Management (Health-EDRM)

Please note also that the window for questions closed 10 working days before the proposal submissions deadline (i.e. 19 August 2019).

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Q1. Regarding information about bidders, how detail information should be provided? Do we need to submit any documents or information other than technical and financial proposal and signed Annexes? If so, is there any format to fill the required information?

A Bidders should provide the information in an Excel table or a Word document following the format and structure proposed in 4.12.3

There is no need to submit additional documents as annex to support the information listed in the table. WKC reserves the right to request additional information based on what is reported into this table.
Q2: What is the budget ceiling for a research proposal?

A: No ceiling is provided for this RFP. Financial proposals will be evaluated as described on p22 of the RFP. The financial proposal should be coherent with the technical proposal.

Q3: Our institution is a high education organization and non-profit. Is still all information under 4.12.3 should be addressed?

A: Yes, you need to submit the information listed on 4.12.3 as much as possible, but no need to submit additional documents for confirmation of the information. You can mention N/A for the items not applicable for your institution. Only the possible contractor’s information is needed (no need to share the information of all research team member’s entities).

Q4: Is there a preferred start date for the project timeline (accounting for the time required to review proposals)?

A: The selection process and administrative process before the contract initiation will require several weeks after the bid closure. The earliest starting date would be late September. The project however, should not exceed 18 months in length from the beginning to the completion.

Q5: Is there a page limit for the Proposed Solution section?

A: The length of a proposal would differ depending on the study design, scope of the review, if it includes any intervention, etc. Therefore, there is no specific proposal format or page limit. Regarding the required documents to complete the proposal, please refer to Annex 3 in the RFP.

Q6: Some information required for “information about bidders” seems not applicable for academic entities (e.g. service commitment to customers, staff turnover rate). Do we need to provide those information with legal documents?

A: During the proposal submission stage, attached legal or related documents are not needed for the confirmation of the provided information. If you think the question is not relevant to your specific situation, please keep it blank or answer with N/A. WKC will request additional information if necessary (see the answer to Q1)

Q7: We do not have plans for any subcontracting, do we still have to include that sections?

A: Yes, and in this case please just answer that you have no plans for subcontracting.
Q8: Do we need to provide all information (1. Company information through 3. Staffing Information) for each subcontractor?

A: Detailed information is required only for the possible contractor. If you have a plan for subcontracting, please provide at least the legal name, and country of origin of the possible subcontractor. Whenever possible, please provide detailed information.

Q9: Regarding 4.12.7, is there an indirect rate we should use? or can we use our own indirect rate?

[AMENDED]
A: All costs in the financial bid must be clearly indicated and the rationale for these costs explained. Indirect costs should be clearly indicated and described within their own category with appropriate breakdown and description. How an organisation is organised to conduct research or business is a question for each and every individual organisation, and the WHO has no position about how other organisations self-manage or run their administration. Therefore, all organisations should include what they think is reasonable financially, for the successful management of this project. For any bid to be successful, it does need to demonstrate that an optimal amount of the requested funding is being utilised for the key research activity purposes.

[WITHDRAWN]
A: You can provide the budget in the currency of your choice. If your proposal is selected, the contract will be issued in the chosen currency. WKC will convert to USD for the evaluation by UN official exchange rate as a matter of practical convenience.