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INVITATION TO BID
FOR
**Selection of Consultant Service Provider for the Development
of an Electionic Supportive Supervision Platform (e-SS) with
DHLIS2 Integration for the Ministry of Health (MOH)**
(IFB No. MOH/EPI/GAVI/QCBS/002/2025)

Beneficiary:

The Ministry of Health (MOH)

Funding Agency:

The Government of Liberia, GOL

Location: Congo Town

Contract Duration : 2 Months

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Background

The Ministry of Health (MOH) through the Government of the Republic of Liberia intends to apply portion of this fund for hiring firm to develop an Electronic Supportive Supervision Platform in to DHIS2. This project aims to develop an Electronic Supportive Supervision Platform (e-SS) with seamless integration in to DHIS2 to enhance monitoring, evaluation, and decision-making in health service supervision.

Section V. Schedule of Requirements

| Develop an Electronic Supportive Supervision Platform (e-SS) with DHIS2 Integration NO. | ITEM | QUANTITY | MINIMUM TERM OF REFERENCE & REQUIREMENTS |
|---|---|-------------------------|---|
| 1. | Develop an Electronic Supportive Supervision Platform | 2 years service renewal | The MOH develop (info@moh.gov.lr) & Develop Platform services. The services must be always hosted on dedicated web server accessibly to the NEC. |

HAK TECHNOLOGY: Profile & Relevant Experience

1.1. Profile

HAK Technology was registered, incorporated and licensed in 2010 as a local company to provide professional Information, Communications and Technology (ICT) solutions in the Republic of Liberia and beyond.

Since then, we have faithfully and professionally delivered customized, innovative, sustainable and affordable ICT services to a wide range of clientele. Our ICT services are comprehensive and of the highest quality possible. We offer these solutions through Consultancy, Software Engineering and Development. We design and develop web-based software for Local Area Network (LAN), Wireless Local Area Network (WLAN) and the cloud. We offer cloud based hosting services that enhances your application ability to be accessible by all from any geographical location.

We are that local partner that offers affordable hosting plan for all your business needs in the cloud. Save money on international calls to reach your service provider we are just a few steps away. Our

Support team are ready to serve you 24/7 365. We offer both shared and dedicated hosting. We host application for the both windows and linux platforms.

Cloud computing is the leading phenomenon of our day. Don't miss out on any opportunity to keep your business alive. With our services, your business never closes. Your business is up, accessible and is reaching out to clients worldwide even though your physical office is closed.

We register both the CcTLD (lr - gov.lr, edu.lr, .com.lr, org.lr, .net.lr etc...) and other domain extensions (.net.org, net.info.com etc...)

Our workforce is highly trained, experienced and resourceful. In this team, we have seven (7) full-time and five (5) part-time staff members. Our personnel include the Research & Development Consultant, Senior Developers/Trainers, Project Manager, IT Manager/Trainer, Junior Development Consultants, Web Interface Designer, Developers and an Analyst.

Relevant Experience (Past Experience)

As a company, **HAK Technology** has almost 20 years of experience in hosting web based application. Our products and services almost always exceed our clients' expectations.

We have host applications and websites for government entities, private firms, and international organizations in and out of Liberia.

We are the current hosting provider for the Elections Result Portal for the National Elections Commission, NEC and its website.

We are hosting website and web application for the Liberia Electricity Regulatory Commission, NEC, the West African National Examination Council (WAEC Liberia), Liberia Petroleum Refining Corporation(LPRC), The Governance Commission Of Liberia, The Arm Commission of Liberia etc.. we purchased its domain name and hosting package.

All of our hosting packages is inclusive of email attached to the domain name, FTP, MYSQL data base and optionally extra layer of protection to protect your domain again DDOS attack with an optional backup plan that enable a recovery for all of your data. We also ensure that your domain is protected with SSL certificate to protect data transfer between two servers.

We have been in the hosting business since 2004. Our hosting platform is Linux Based.

RELEVANT PAST EXPERIENCE

1.1.Reference:

The list below reference the institutions and links to website or applications that are using our hosting service

| Entity/Institution | Domain |
|--|--|
| The National Elections Commission | www.necliberia.org |
| Liberia Petroleum Refining Corporation | www.lprclib.com |
| Governance Commission | <ul style="list-style-type: none">• www.governancecommission.org |
| Governance Commission Resource Library | <ul style="list-style-type: none">• www.grclibrary.info |
| Liberia Electricity Regulatory Commission (LERC) | www.lerc.gov.lr |
| African Methodist Episcopal University | www.ame.edu.lr |

Technical Support:

As part of our after-service deliverables, **HAK Technology** will conduct Trainer of Trainers (TOT) sessions with persons designated by the MOH, if necessary. We offer 24/7/365 online technical support to all of our hosting products. Our online support staff are available at all times to ensure that your hosting service is active at all times.

REFERENCES OF THREE CLIENTS

| FOR HAK TECHNOLOGY | | | |
|--------------------|---------------|--|------------|
| SN | Referees | Institution | Contact No |
| 1 | Tarnue Sawo | Liberia Electricity Regulatory Commission (LERC) | 0778170294 |
| 2 | Samuel Mussah | Liberia Petroleum Refining Corporation (LPRC) | 0776527671 |
| 3 | James Kollie | Liberia National Commission on Small Arms | 0886305216 |

Request for Proposals (RFP)**RFP#: No. MOH/EPI/GAVI/QCBS/001/2025**

Date: June 12, 2025

Section1. Letter of Invitation**Title of Services: Provision of Consultant Services: Development of an Electronic Continuous Immunization Learning (e-CIL) System**

Dear Sir/Madam,

1. The Ministry of Health thought the Government of the Republic of Liberia has received finances from the Global Alliance on Vaccine and Immunization (GAVI) as support to the Liberia health system. The Ministry of Health (MOH) intends to apply portion of this fund for hiring a firm to develop an Electronic Continuous Immunization Learning (e-CIL) system. The Electronic Continuous Immunization Learning (e-CIL) system is an innovative online and offline electronic learning platform designed to enhance immunization training for healthcare professionals, supervisors, and relevant stakeholders. This system will provide self-paced learning modules, real-time assessments, and progress tracking, ensuring seamless synchronization between offline and online modes.

2. Pursuant to the above the Ministry of Health now invites proposals from firms to provide consulting services for development of an Electronic Continuous Immunization Learning (e-CIL) system. More details on the services are provided in the attached Terms of Reference.

3. This Request for Proposals (RFP) has been addressed to the following shortlisted

Auditing Firms:

1. HAK Technology

2. Smart System

A firm will be selected under the Quality Cost Base Selection (QCBS) Method and procedures described in this RFP, in accordance with the provisions of the **Public Procurement and Concessions Act (PPCA) 2010**.

To enable you submit your proposal, attached are:

Section 1 - Letter of Invitation

Section 2 - Instructions to Consultants (including Data Sheet)

Section 3 - Technical Proposal - Standard Forms

Section 4 - Financial Proposal - Standard Forms

Section 5 - Terms of Reference

Section 6 - Standard Forms of Contract

7. Your offer comprising of **technical proposal** and **financial proposal shall be place, in separate and sealed envelopes** as further specified in the Bid data sheet, should be delivered into the tender box on the first floor of the ministry marked with the below address no later than **Thursday, July 10, 2025 no later than 1:00pm local time or 13:00 GMT**

8. Please inform us in writing at the below address upon receipt of this letter:

- (a) That you received the Letter of Invitation; and
- (b) Whether you will submit a proposal alone or in associations

9. If you request additional information, we would endeavor to provide information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your proposal.

The Electronic Continuous Immunization Learning (e-CIL) system

Ref #: MOH/EPI/GAVI/QCBS/001/2025

Yours sincerely,

Director of Procurement

Ministry of Health

Congo Town, Room#142

Email: proumoh24@gmail.com

Section 2 (B)

Instructions to Consultants

DATA SHEET

- (a) The following specific data for the consultant to be hired shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

| Paragraph Reference | Specific data complementing, supplementing or amending instructions to Bidders |
|---------------------|--|
| B. 1.1 | <p>Name of the Client: The Ministry of Health /GAVI</p> <hr/> <p>Method of selection: Quality Cost Base Selection (QCBS)</p> |
| 1.2 | <p>Financial Proposal to be submitted together with Technical Proposal: Yes</p> <p>But the Proposal shall be in separate and sealed envelopes (Technical and Financial)</p> <p>Name of the assignment is: Development of an Electronic Continuous Immunization Learning (e-CIL) system</p> |
| 1.3 C. | <p>A pre-proposal conference will be held: N/A</p> <p>The Client's representative is:</p> <p>Jacob L.N Wapoe Director of Procurement Ministry of Health Congo Town, Room#142 email: proumoh24@gmail.com</p> |

| | |
|------------------|--|
| 1.4 | The Client will provide the following inputs: As may be requested by the Consultant and any other documents that may be required. |
| 1.6.1 (a) | The Client envisages the need for continuity for downstream work: No |
| 1.12 | Proposals must remain valid 90days after the submission date, i.e. until: October 10, 2025 |

| | |
|------------------|--|
| 2.1 | <p>Clarifications may be requested not later than July 3, 2025 (7) working days before the submission date.</p> <p>The address for requesting clarifications is: Jacob L.N Wapoe Director of Procurement Ministry of Health Congo Town, Room#142 email: proumoh24@gmail.com</p> |
| C. 3.1 C. | Proposals shall be submitted in English . |
| 3.2 (a) | Shortlisted Consultants may associate with other shortlisted Consultants: APPLICABLE |
| 3.3 (b) | The available budget is: NOT APPLICABLE |

| | |
|------------|--|
| 3.4 | The format of the Technical Proposal to be submitted is: (STP) Simplified Technical Proposal. |
|------------|--|

| | | | | | | | | | |
|--|--|-------------------|--|--|--------------|-------------------|--|--|--|
| 3.5 (g) | Training is a specific component of this assignment: APPLICABLE | | | | | | | | |
| 3.6 | List the applicable Reimbursable expenses in foreign and in local currency. NOT APPLICABLE | | | | | | | | |
| 3.7 | Amounts payable by the Client to the Consultant under the contract to be subject to local taxation: Yes. | | | | | | | | |
| | The Client will pay such taxes on behalf of the Consultant: Yes. | | | | | | | | |
| 3.8 | Consultant to state local cost in the national currency: NO. Preferably United States Dollars | | | | | | | | |
| 4.3 | Consultant must submit the one original and 2 copies of the Technical Proposal, and the original of the Financial Proposal. | | | | | | | | |
| 4.5 | The Proposal submission address is: Attend. Jacob L.N Wapoe Director of Procurement Ministry of Health Congo Town, Room#142 email: proumoh24@gmail.com Proposals must be submitted no later than the following date and time: July 10, 2025 at 13:00hour GMT. | | | | | | | | |
| 5.2 | Criteria, sub-criteria, and point system for the evaluation of Simplified Technical Proposals are: 1. <table><tr><td>Summary of Technical Proposal Evaluation Forms</td><td>Score Weight</td><td>Points Obtainable</td></tr><tr><td></td><td></td><td></td></tr></table> | | | Summary of Technical Proposal Evaluation Forms | Score Weight | Points Obtainable | | | |
| Summary of Technical Proposal Evaluation Forms | Score Weight | Points Obtainable | | | | | | | |
| | | | | | | | | | |

| | | | |
|-----------|--|-----|------------|
| 2. | Expertise of Firm / Organization (Past Performance specific to the assignment) | 20% | 20 |
| 3. | Proposed Approach/Methodology and Work plan specific to the assignment | 50% | 50 |
| 4. | Key professional/ technical staffs for Assignment | 30% | 30 |
| 5. | Total | | 100 |

6.

Technical Proposal form 1

Past performance and experience of the firm or organization relevant to the assignment: (refer to company profile Form TECH-2 for examples, similar assignments carried out by the organization)

No previous experience in similar assignments-----zero
points

1–3yrs previous, similar assignments-----up to 10
points

4–5yrs pervious, similar assignments-----up to 15
points

6 yrs or more previous, specific to the assignment -----up to 20
points

Total points for criterion (i): ----- 20 points

Technical Proposal form 2

{Strategy and technical approach of the proposed methodology for responding to the Terms of Reference (Annex 3)}

| | |
|--|--|
| | <ul style="list-style-type: none"> ▪ Contractor's understanding of the assignment0—5 ▪ Proposal submitted adequately addressed the required issues, and important aspects of the assignment are separately addressed in sufficient and logical details0--15 points <p><i>Management plan</i></p> <ul style="list-style-type: none"> ▪ Conceptual framework adopted appropriate for the assignment and Scope of tasks well defined and corresponds to the TORs. ----- 0--15 <p><i>Work plan</i></p> <ul style="list-style-type: none"> ▪ Is the presentation clear; are the sequence of activities and planning logical, realistic and efficient to implement the project?.....0--15 <p>Total points for criterion (ii): ----- 50 points</p> <p>Technical Proposal form - 3</p> <p>Key professional staff (30 points)</p> <ol style="list-style-type: none"> 1. Lead Developer - Bachelor's Degree in Computer Science, Computer Engineering or similar field. 5+ years of experience with Knowledge in C++, C#, Java, JavaScript ----- - 0---12points 2. Secondary Developers - Bachelor's Degree in Computer Science, Computer, Engineering or similar field with 2+ years of experience ----- 0---10 points 3. Training Officer: Bachelor Degree in computer science with minimum 2yrs experience in training and Asset information system. Credentials and |
|--|--|

| | |
|------------|--|
| | <p>experience adequate for the assignment0 – 8 Points</p> <p>Total points for criterion (iii): [30 points]</p> <p>Total points for all 3 criteria: [100 points]</p> <p>i. The minimum technical score required to pass is: 70 pts.</p> |
| 5.6 | <p>The single currency for price conversions is: US Dollars</p> <p>The source of official selling rates is: the Central Bank of Liberia</p> <p>The date of exchange rates is: the prevailing rate at the time of transaction</p> |
| 5.7 | <p>The formula for determining the financial scores is the following: $Sf = 100 \times Fm / F$, in which Sf is the financial score; Fm is the lowest price and F the price of the proposal under consideration.</p> <p>The weights given to the Technical and Financial Proposals are: T = 0.8 and F=0.2</p> |
| 6.1 | <p>Expected date and address for contract negotiations: July 15, 2025, at the Ministry of Health Conference Room 227.</p> |
| 7.2 | <p>Expected date for commencement of consulting services is: July 21, 2025 to December 2025.</p> |

Section 3

Annex 4

Technical Proposal - Standard Forms

(Provide guidance to the shortlisted Consultants for the preparation of their Technical Proposals; they should not appear on the Technical Proposals to be submitted)

TECH-1 Technical Proposal Submission Form

TECH-2 Consultant's Organization and Experience

 A Consultant's Organization

 B Consultant's Experience

TECH-3 Comments or Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Client

 A On the Terms of Reference

 B On the Counterpart Staff and Facilities

TECH-4 Description of the Approach, Methodology and Work Plan for Performing the Assignment

TECH-5 Team Composition and Task Assignments

TECH-6 Curriculum Vitae (CV) for Proposed Professional Staff

FORM TECH-1 TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: Attend. Jacob L.N Wapoe

Director of Procurement

Ministry of Health

Congo Town, Room#142

Email: proumoh24@gmail.com

Dear Sirs:

We, the undersigned, offer to provide the consulting services [Development of an Electronic Continuous Immunization Learning (e-CIL)] in accordance with your Request for Proposal dated [July10,2025] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope¹.

We are submitting our Proposal in association with: *[Insert a list with full name and address of each associated Consultant] (Delete in case no association is foreseen or allowed under the Project).*

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph Reference 1.12 of the Data Sheet, we undertake to negotiate on the basis of the proposed

staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph Reference 7.2 of the Data Sheet. We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____ HAK Technology

Address: _____ Benson and Mechlin Street

1 “We are hereby submitting our Proposal, which includes this Technical Proposal only.”

FORM TECH-2 CONSULTANT’S ORGANIZATION AND EXPERIENCE

A - Consultant’s Organization

Provide here a brief (two pages) description of the background and organization of your firm/entity and if applicable each associate for this assignment.

HAK Technology is a Liberian owned ICT solution company established since 2010. We deliver custom innovative, sustainable, secured and affordable ICT solutions. We have qualified and skilled IT experts that have been in the IT business more than 18 years. We are experienced in database modeling, System Designs, Software Engineering, Cyber Security, Cyber Warfare/Defense Training & Awareness, Web &

Mobile Application Development. All of our services are custom designed to meet every individual client need.

Our Vision

Being the most **reliable** and **dependable** one-stop shop **secure** ICT Solution Partner.

Our Mission

Delivering innovative, affordable reliable and sustainable custom developed solutions for all. We do this by understanding that our success is tied with the success of our client.

Core Values

Our values stems from the 4Qs principle

- Employ and maintain Quality Personnel
- Ensure that Quality Process is upheld

B - Consultant's Experience

Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. Use 20 pages.

| | |
|--|--|
| Assignment name: Development of an Electronic Continuous Immunization Learning (e-CIL) System | Approx. value of the contract (in current US\$ or Euro): USD |
| Country: Monrovia \ Liberia Location within country: Monrovia \ Monsterrado | Duration of assignment (months): Within 4 months |
| Name of Client The Ministry Of Health \ GAVI | Total N° of staff-months of the assignment: |
| Address: Congo Town, Monrovia, Liberia | Approx. value of the services provided by your firm under the contract amount to be shown in (indicate the currency to be provided e.g. US\$ or Euro): |
| Start date (month/year): Completion date (month/year): | N° of professional staff-months provided by associated Consultants: |

| | |
|--|---|
| October \10\2025 | |
| Name of associated Consultants, if any: HAK Technology | Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader): |
| <p>Narrative description of Project:</p> <ul style="list-style-type: none"> • What do you understand about the problem and how will it change the current system or way of doing things • What problem is it solving and issue • Justify why the problem is necessary • Who is affected • What are the consequences if it's not addressed • Timeline / Work Plan <p>Management Plan / Team and Key Personnel:</p> <ul style="list-style-type: none"> • Who will do what? • Developer: Responsible for system design, frontend and backend development, Android app development, integration, and testing. • ICT Unit: Oversees project execution, ensuring adherence to timelines and milestones. • End Users & Administrators: Participate in UAT and receive system training. | |

Description of actual services provided by your staff within the assignment:

Firm's Name: HAK Technology

- What do you understand about the problem and how will it change the current system or way of doing things

The Electronic Continuous Immunization Learning (e-CIL) system introduces a **hybrid digital learning platform** that works both **online and offline**, which is a game-changer for Liberia's health system:

- **Online Access:** Health workers in urban or connected areas can access updated training modules, videos, and assessments in real time.
- **Offline Functionality:** For rural or low-connectivity regions, the system allows users to download content and sync their progress once they regain internet access.
- **Continuous Learning:** Unlike one-time workshops, e-CIL supports ongoing education, helping staff stay current with evolving immunization protocols and technologies.
- What problem is it solving and issue

Traditionally, immunization training has relied on in-person workshops or printed materials, which are:

- **Costly and logistically complex** to organize regularly.
- **Difficult to scale**, especially in remote or underserved areas.
- **Inconsistent**, leading to gaps in knowledge and practice among frontline health workers.

This results in uneven immunization coverage, missed opportunities for vaccination, and reduced public trust in health services.

- Justify why the problem is necessary

D. Health Workers Are the First Line of Defense

If health workers lack timely training on immunization procedures, new vaccine introductions, or cold chain management, it directly increases the risk of:

- **Vaccine mishandling or stockouts**
- **Inaccurate administration**, like wrong doses or missed schedules
- **Hesitancy or misinformation** going uncorrected in communities

These are not minor slip-ups—they can lead to outbreaks of preventable diseases.

Without e-CIL, health workers in hard-to-reach areas remain disconnected from evolving health guidance. A digital system that works *offline* is not just convenient—it's **life-saving**, bridging an equity gap that traditional systems fail to close.

- Who is affected
- Those most affected by the lack of continuous immunization training are **frontline health workers, children and their families, supervisors at health facilities, and rural communities**—all of whom depend on reliable, up-to-date vaccination practices to ensure safe, effective, and equitable healthcare.
- What are the consequences if it's not addressed

If the problem of limited, inconsistent immunization training isn't addressed, the consequences can be serious and far-reaching:

- **Increased risk of vaccine-preventable disease outbreaks**, especially in vulnerable communities.
- **Health workers may continue to make avoidable errors** in vaccine storage, handling, or administration.
- **Public trust in immunization programs may decline**, especially if misinformation spreads unchecked.
- **Rural and underserved areas will remain at a disadvantage**, deepening health inequities.

Timeline / Work Plan

Timeline

The project is expected to be completed within **4 months**. The following milestones outline the project timeline:

| Phase | Timeline | Deliverables |
|---|-------------|--|
| Phase 1: Requirements Analysis | Weeks 1-2 | Documented system requirements |
| Phase 2: System Configuration & Setup | Weeks 3-4 | Configured system modules |
| Phase 3: System Design | Weeks 5-6 | System design documentation |
| Phase 4: Frontend, Backend & Android App Development | Weeks 7-10 | Web-based frontend, API with PostgreSQL, and Android app |
| Phase 5: Data Synchronization Implementation | Weeks 11-12 | Fully tested synchronization feature |
| Phase 6: Testing & Quality Assurance | Weeks 13-14 | System testing and bug fixes |

| | | |
|---|-------------|---|
| Phase 7: Deployment & Training | Weeks 15-16 | Deployed system and completed training sessions |
| Phase 8: Final Review and Handover | Week 16 | Project completion and final review |

**FORM TECH-3 COMMENTS AND SUGGESTIONS ON THE TERMS OF
REFERENCE AND ON COUNTERPART STAFF AND FACILITIES TO BE PROVIDED
BY THE CLIENT**

A - On the Terms of Reference

Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.

B - On Counterpart Staff and Facilities

Comment here on counterpart staff and facilities to be provided by the Client according to Paragraph Reference 1.4 of the Data Sheet including: administrative support, office space, local transportation, equipment, data, etc.

FORM TECH-4 DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (at least 25 pages, inclusive of charts and diagrams) divided into the following three chapters:

- I. Organization and Staffing,
 - a) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]

FORM TECH-5 TEAM COMPOSITION AND TASK ASSIGNMENTS

| Professional Staff | | | | |
|--------------------|------|-------------------|-------------------|---------------|
| Name of Staff | Firm | Area of Expertise | Position Assigned | Task Assigned |
| | | | | |
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**FORM TECH-6 CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL
STAFF**

1. Proposed Position *[only one candidate shall be nominated for each position]:* _____

2. Name of Firm *[Insert name of firm proposing the staff]:* _____

3. Name of Staff *[Insert full name]:* _____

4. Date of Birth: _____ **Nationality:** _____

5. Education *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:* _____

6. Membership of Professional Associations: _____

7. Other Training *[Indicate significant training since degrees under 5 - Education were obtained]:*

8. Countries of Work Experience: *[List countries where staff has worked in the last ten years]:* _____

9. Languages *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:* _____

10. Employment Record *[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:*

From [Year]: _____ To [Year]: _____

Employer: _____

Positions held: _____

| | |
|--|--|
| <p>11. Detailed Tasks Assigned</p> <p><i>[List all tasks to be performed under this assignment]</i></p> | <p>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p><i>[Among the assignments in which the staffs have been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</i></p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p> |
|--|--|

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date: _____

[Signature of staff member or authorized representative of the staff]

Day/Month/Year

Full name of authorized representative: _____

Financial Proposal - Standard Forms

[Comments in brackets [] provide guidance to the shortlisted Consultants for the preparation of their Financial Proposals; they should not appear on the Financial Proposals to be submitted.]

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided under Para. 3.6 Of Section 2. Such Forms are to be used whichever is the selection method indicated in Para. 4 of the Letter of Invitation.

[The Appendix “Financial Negotiations - Breakdown of Remuneration Rates” is to be only used for financial negotiations when Quality-Based Selection, Selection Based on Qualifications, or Single-Source Selection method is adopted, according to the indications provided under Para. 6.3 of Section 2.]

- FIN-1 Financial Proposal Submission Form
- FIN-2 Summary of Costs
- FIN-3 Breakdown of Costs by Activity
- FIN-4 Reimbursable expenses

FORM FIN-1 FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Ministry of Health \GAVI, Monrovia, Liberia]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Development of an Electronic Continuous Immunization Learning (e-CIL) System] in accordance with your Request for Proposal dated [July 10, 2025] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures¹]. This amount is exclusive of the local taxes, which shall be identified during negotiations and shall be added to the above amount.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph Reference 1.12 of the Data Sheet.

Commissions and gratuities paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below²:

| Name and Address of Agents | Amount and Currency | Purpose of Commission or Gratuity |
|-------------------------------|------------------------|--------------------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: HACK Technolog_____

Address: _____

- 1 Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.
- 2 If applicable, replace this paragraph with: "No commissions or gratuities have been or are to paid by us to agents relating to this Proposal and Contract execution."

FORM FIN-2 SUMMARY OF COSTS

| <i>Item</i> | Costs | |
|--|---|----------------------------------|
| | <i>[Indicate Foreign Currency # 1]</i> ¹ | <i>[Indicate Local Currency]</i> |
| Total Costs of Financial Proposal ² | | |

1 Indicate between brackets the name of the foreign currency.

2 Indicate the total costs, net of local taxes, to be paid by the Client in each currency. Such total costs must coincide with the sum of the relevant Subtotals indicated in all Forms FIN-3 provided with the Proposal.

FORM FIN-3 BREAKDOWN OF COSTS BY ACTIVITY¹

| | | |
|--|----------------------------------|---------------------------|
| Group of Activities (Phase):² _____ | Description: _____ | |
| <i>Cost component</i> | Costs | |
| | [Indicate Foreign Currency # 1] | [Indicate Local Currency] |
| Remuneration | | |
| Reimbursable Expenses | | |
| Subtotals | | |

- 1 Form FIN-3 shall be filled at least for the whole assignment. In case some of the activities require different modes of billing and payment (e.g.: the assignment is phased, and each phase has a different payment schedule), the Consultant shall fill a separate Form FIN-3 for each group of activities. For each currency, the sum of the relevant Subtotals of all Forms FIN-3 provided must coincide with the Total Costs of Financial Proposal indicated in Form FIN-2.
- 2 Short description of the activities whose cost breakdown is provided in this Form.

FORM FIN-4 BREAKDOWN OF REMUNERATION¹

| Group of Activities (Phase): _____ | | | | | | | |
|---|-----------------------------|---|--|--|--|--|--|
| Name² | Position³ | Staff-month Rate⁴ | Input⁵ (Staff- months) | <i>[Indicate Foreign Currency # 1]⁶</i> | <i>[Indicate Foreign Currency # 2]⁶</i> | <i>[Indicate Foreign Currency # 3]⁶</i> | <i>[Indicate Local Currency]⁶</i> |
| Foreign Staff | | | | | | | |
| | | <i>[Home]</i> | | | | | |
| | | <i>[Field]</i> | | | | | |
| | | | | | | | |
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| | | | | | | | |
| Local Staff | | | | | | | |
| | | [Home] | | | | | |
| | | [Field] | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Total Costs | | | | | | | |

- 1 Form FIN-4 shall be filled for each of the Forms FIN-3 provided.
- 2 Professional Staff should be indicated individually; Support Staff should be indicated per category (e.g.: draftsmen, clerical staff).
- 3 Positions of Professional Staff shall coincide with the ones indicated in Form TECH-5.
- 4 Indicate separately staff-month rate and currency for home and field work.
- 5 Indicate, separately for home and field work, the total expected input of staff for carrying out the group of activities or phase indicated in the Form.
- 6 Indicate between brackets the name of the foreign currency. Use the same columns and currencies of Form FIN-2. For each staff indicate the remuneration in the column of the relevant currency, separately for home and field work. Remuneration = Staff-month Rate x Input.

E. FORM FIN-5 BREAKDOWN OF REIMBURSABLE EXPENSES¹

| Group of Activities (Phase): _____ | | | | | | | | |
|------------------------------------|---|------|---------------------------|----------|--|--|--|--|
| N o. | Description ² | Unit | Unit Cost ³ | Quantity | [Indicate Foreign Currency # 1] ⁴ | [Indicate Foreign Currency # 2] ⁴ | [Indicate Foreign Currency # 3] ⁴ | [Indicate Local Currency] ⁴ |
| | Per diem allowances | Day | | | | | | |
| | International flights ⁵ | Trip | | | | | | |
| | Miscellaneous travel | Trip | | | | | | |
| | Communication costs between [Insert place] and [Insert place] | | | | | | | |
| | Drafting, reproduction of | | | | | | | |
| | Equipment, instruments, materials, supplies, etc. | | | | | | | |
| | Shipment of personal effects | Trip | | | | | | |
| | Use of computers, software | | | | | | | |
| | Laboratory tests. | | | | | | | |
| | Subcontracts | | | | | | | |
| | Local transportation costs | | | | | | | |
| | Office rent, clerical | | | | | | | |

| | | | | | | | | |
|-------------|---|--|--|--|--|--|--|--|
| | Training of the Client's personnel ⁶ | | | | | | | |
| Total Costs | | | | | | | | |

- 1 Form FIN-5 should be filled for each of the Forms FIN-3 provided, if needed.
- 2 Delete items that are not applicable or add other items according to Paragraph Reference 3.6 of the Data Sheet.
- 3 Indicate unit cost and currency.
- 4 Indicate between brackets the name of the foreign currency. Use the same columns and currencies of Form FIN-2. Indicate the cost of each reimbursable item in the column of the relevant currency. $\text{Cost} = \text{Unit Cost} \times \text{Quantity}$.
- 5 Indicate route of each flight, and if the trip is one-s or two-ways.
- 6 Only if the training is a major component of the assignment, defined as such in the TOR

Terms of Reference

Development of an Electronic Continuous Immunization Learning (e-CIL) System

Background

The Electronic Continuous Immunization Learning (e-CIL) system is an innovative online and offline electronic learning platform designed to enhance immunization training for healthcare professionals, supervisors, and relevant stakeholders. This system will provide self-paced learning modules, real-time assessments, and progress tracking, ensuring seamless synchronization between offline and online modes.

The e-CIL platform is designed to function effectively in low-connectivity environments, enabling users to download content, complete training offline, and synchronize progress once internet access is restored. The platform will prioritize scalability, user-friendly design, secure data management, and mobile accessibility, including support for an Android application to extend learning capabilities to mobile users.

Objectives

The key objectives of this project are as follows:

- Develop an e-learning platform with online and offline synchronization capabilities for immunization training.
- Ensure accessibility in low-connectivity regions through offline-first functionality.
- Provide interactive learning modules, quizzes, and certification tracking.
- Enable real-time synchronization when internet connectivity is available.
- Develop an Android application to enhance accessibility and usability on mobile devices.
- Deliver training and comprehensive documentation to facilitate smooth system adoption.

Scope of Work

The **Developer** will be responsible for the following tasks:

A. Frontend, Backend, and Android App Development

- Develop a web-based frontend system using JavaScript, Java, or Ruby.
- Implement a backend API utilizing PostgreSQL as the database.
- Ensure seamless communication between the frontend, backend, and mobile application.
- Develop a native Android application with offline functionality and real-time synchronization capabilities.

B. System Configuration & Customization

- Design and configure learning modules to align with immunization training workflows.
- Develop robust data synchronization mechanisms for offline and online usage.

C. Testing & Quality Assurance

- Conduct system testing to validate frontend, backend, and mobile application functionalities.
- Perform user acceptance testing (UAT) with health supervisors and stakeholders to assess system usability.
- Optimize performance to ensure efficient data synchronization across varying network conditions.

D. Deployment & Training

- Deploy the e-CIL system in the designated production environment.
- Deploy the Android application on relevant app distribution platforms.
- Conduct training sessions for end-users, including supervisors and health officials.
- Provide comprehensive system documentation, including architecture details, source code, and user manuals.

E. Post-Launch Support & Maintenance

- Offer one month of post-launch support to address troubleshooting and bug fixes.
- Develop a long-term maintenance plan, including updates, security enhancements, and Android app improvements.

Deliverables

- A user-friendly system developed using JavaScript, Java, or Ruby, with a backend API using PostgreSQL for database management and offline support.
- A fully functional Android application with offline learning support and synchronization capabilities.
- Comprehensive system documentation, user manuals, and training materials.
- Successful deployment of the system in production environments.
- Source code of the developed application and mobile app.
- One month of post-launch support to address operational issues.

Timeline

The project is expected to be completed within **4 months**. The following milestones outline the project timeline:

| Phase | Timeline | Deliverables |
|---|-------------|--|
| Phase 1: Requirements Analysis | Weeks 1-2 | Documented system requirements |
| Phase 2: System Configuration & Setup | Weeks 3-4 | Configured system modules |
| Phase 3: System Design | Weeks 5-6 | System design documentation |
| Phase 4: Frontend, Backend & Android App Development | Weeks 7-10 | Web-based frontend, API with PostgreSQL, and Android app |
| Phase 5: Data Synchronization Implementation | Weeks 11-12 | Fully tested synchronization feature |
| Phase 6: Testing & Quality Assurance | Weeks 13-14 | System testing and bug fixes |
| Phase 7: Deployment & Training | Weeks 15-16 | Deployed system and completed training sessions |

| | | |
|---|---------|-------------------------------------|
| Phase 8: Final Review and Handover | Week 16 | Project completion and final review |
|---|---------|-------------------------------------|

Payment

Payment will be made in two stages: week 1, 20% and the balance of 80% will be made upon completion of the Electronic Continuous Immunization Learning (e-CIL) System.

Roles and Responsibilities

- **Developer:** Responsible for system design, frontend and backend development, Android app development, integration, and testing.
- **ICT Unit:** Oversees project execution, ensuring adherence to timelines and milestones.
- **End Users & Administrators:** Participate in UAT and receive system training.

ANNEX III. Small Assignments – Lump Sum Payments



CONTRACT FOR SERVICES

To be modified after negotiation

THIS CONTRACT (“Contract”) is entered into this *[insert starting date of assignment]*, by and between *[insert Client’s name]* (“the Client”) having its principal place of business at *[insert Client’s address]*, and *[insert Consultant’s name]* (“the Consultant”) having its principal office located at *[insert Consultant’s address]*.

WHEREAS, the Client wishes to have the Consultant performing the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

- 1. Services**
 - (i) The Consultant shall perform the services specified in Annex A, “Terms of Reference and Scope of Services,” which is made an integral part of this Contract (“the Services”).
 - (ii) The Consultant shall provide the reports listed in Annex B, “Consultant’s Reporting Obligations,” within the time periods listed in such Annex, and the personnel listed in Annex C, “Cost Estimate of Services, List of Personnel and Schedule of Rates” to perform the Services.
- 2. Term** The Consultant shall perform the Services during the period commencing *[insert start date]* and continuing through *[insert completion date]* or any other period as may be subsequently agreed by the parties in writing.
- 3. Payment**
 - A. Threshold

For Services rendered pursuant to Annex A, the Client shall pay the Consultant an amount not to exceed a ceiling of *[insert threshold amount]*. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant. The payments made under the Contract consist of the Consultant's remuneration as defined in sub-paragraph B below and of the reimbursable expenditures as defined in sub-paragraph C below.

B. Remuneration

The Client shall pay the Consultant for Services rendered at the rate(s) per man/month spent¹ (~~or~~ per day spent ~~or~~ per hour spent, subject to a maximum of eight hours per day) in accordance with the rates agreed and specified in Annex C, "Cost Estimate of Services, List of Personnel and Schedule of Rates."

C. Reimbursable

The Client shall pay the Consultant for reimbursable expenses, which shall consist of and be limited to:

- (i) normal and customary expenditures for official travel, accommodation, printing, and telephone charges; official travel will be reimbursed at the cost of less than first class travel and will need to be authorized by the Client's coordinator;
- (ii) such other expenses as approved in advance by the Client's coordinator.²

¹ Select the applicable rate and delete the others.

² Specific expenses can be added as an item (iii) in paragraph 3.C.

D. Payment Conditions

Payment shall be made in *[specify currency]* not later than 30 days following submission of invoices in duplicate to the Coordinator designated in paragraph 4.

**4. Project
Administration**

A. Coordinator

The Client designates Mr./Mms. *[insert name]* as Client's Coordinator; the Coordinator shall be responsible for the coordination of activities under the Contract, for receiving and approving invoices for payment, and for acceptance of the deliverables by the Client.

B. Timesheets

During the course of their work under this Contract, including field work, the Consultant's employees providing services under this Contract may be required to complete timesheets or any other document used to identify time spent, as well as expenses incurred, as instructed by the Project Coordinator.

C. Records and Accounts

The Consultant shall keep accurate and systematic records and accounts in respect of the Services, which will clearly identify all charges and expenses. The Client reserves the right to audit, or to nominate a reputable accounting firm to audit, the Consultant's records relating to amounts claimed under this Contract during its term and any extension, and for a period of three months thereafter.

**5. Performance
Standard**

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.

- 6. Confidentiality** The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.
- 7. Ownership of Material** Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.³
- 8. Consultant Not to be Engaged in Certain Activities** The Consultant agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.
- 9. Insurance** The Consultant will be responsible for taking out any appropriate insurance coverage.
- 10. Assignment** The Consultant shall not assign this Contract or Subcontract any portion of it without the Client's prior written consent.
- 11. Law Governing Contract and Language** The Contract shall be governed by the laws of *the Republic of Liberia*, and the language of the Contract shall be English.
- 12. Dispute Resolution⁵** Any dispute arising out of this Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of the Republic of Liberia.

³ Restrictions about the future use of these documents and software, if any, shall be specified at the end of Article 7.

FOR THE CLIENT

FOR THE CONSULTANT

Signed by _____

Signed by _____

Title: _____

Title: _____

II. General Conditions of Contract

1. GENERAL PROVISIONS

1.1 Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- (a) “Applicable Law” means the laws and any other instruments having the force of law in the Government’s country, or in such other country as may be specified in the Special Conditions of Contract (SC), as they may be issued and in force from time to time
- (b) “Consultant” means any private or public entity that will provide the Services to the Client under the Contract.
- (c) “Contract” means the Contract signed by the Parties and all the attached documents listed in its Clause 1, that is these General Conditions (GC), the Special Conditions (SC), and the Appendices.
- (d) “Contract Price” means the price to be paid for the performance of the Services, in accordance with Clause 6;
- (e) “Effective Date” means the date on which this Contract comes into force and effect pursuant to Clause GC 2.1.
- (f) “Foreign Currency” means any currency other than the currency of the Client’s country.
- (g) “GC” means these General Conditions of Contract.
- (h) “Government” means the Government of Liberia.
- (i) “Local Currency” means the currency of the Client’s country.
- (j) “Member” means any of the entities that make up the joint venture/consortium/association, and “Members” means all these entities.

- (k) “Party” means the Client or the Consultant, as the case may be, and “Parties” means both of them.
- (l) “Personnel” means persons hired by the Consultant or by any Sub-Consultants and assigned to the performance of the Services or any part thereof.
- (m) “SC” means the Special Conditions of Contract by which the GC may be amended or supplemented.
- (n) “Services” means the work to be performed by the Consultant pursuant to this Contract, as described in Appendix A hereto.
- (o) “Sub-Consultants” means any person or entity to whom/which the Consultant subcontracts any part of the Services.
- (p) “In writing” means communicated in written form with proof of receipt.

**1.2 Law
Governing
Contract**

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law.

1.3 Language

This Contract has been executed in the language specified in the SC, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

1.4 Notices

- 1.4.1** Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the SC.
- 1.4.2** A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address specified in the SC.
- 1.5 Location** The Services shall be performed at such locations as are specified in Appendix A hereto and, where the location of a particular task is not so specified, at such locations, whether in the Republic of Liberia or elsewhere, as the Client may approve.
- 1.6 Authority of Member in Charge** In case the Consultant consists of a joint venture/ consortium/ association of more than one entity, the Members hereby authorize the entity specified in the SC to act on their behalf in exercising all the Consultant's rights and obligations towards the Client under this Contract, including without limitation the receiving of instructions and payments from the Client.
- 1.7 Authorized Representatives** Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Client or the Consultant may be taken or executed by the officials specified in the SC.

- 1.8 Taxes and Duties** The Consultant, Sub-Consultants, and their Personnel shall pay such indirect taxes, duties, fees, and other impositions levied under the Applicable Law as specified in the SC, the amount of which is deemed to have been included in the Contract Price.
- 1.9 Fraud and Corruption** Consultants are required to observe the highest standard of ethics during the procurement and execution of contracts and all public funded contracts. In pursuit of this policy, Consultants should observe the terms set forth below as follows:
- 1.9.2 Measures to be taken**
- (a) will cancel the portion of the loan allocated to a contract if it determines at any time that representatives of the **Borrower** or of a beneficiary of the loan were engaged in corrupt, fraudulent, collusive or coercive practices during the selection process or the execution of that contract, without the **Borrower** having taken timely and appropriate action satisfactory to the **Bank** to remedy the situation;
 - (b) will sanction a Consultant, including declaring the Consultant ineligible, either indefinitely or for a stated period of time, to be awarded a Bank-financed contract if it at any time determines that the Consultant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Bank-financed contract.
- 1.9.3 Commissions and Fees**
- (c) will require the successful Consultants to disclose any commissions or fees that may have been paid or are to be paid to agents, representatives, or commission agents with respect to the selection process or execution of the contract. The information disclosed must include at least the name and address of the agent, representative, or commission agent, the amount and currency, and the purpose of the commission or fee.

2. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT

- 2.1 Effectiveness of Contract** This Contract shall come into effect on the date the Contract is signed by both Parties and such other later date as may be stated in the SC. The date the Contract comes into effect is defined as the Effective Date.
- 2.2 Commencement of Services** The Consultant shall begin carrying out the Services not later than the number of days after the Effective Date specified in the SC.
- 2.3 Expiration of Contract** Unless terminated earlier pursuant to Clause GC 2.6 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SC.
- 2.4 Modifications or Variations** Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

2.5 Force Majeure

2.5.1 Definition For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party and which makes a Party’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

2.5.2 No Breach of Contract The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative

measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

2.5.3 Extension of Time Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

2.5.4 Payments During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultant shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

2.6 Termination

2.6.1 By the Client The Client may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause GC 2.6.1. In such an occurrence the Client shall give a not less than thirty (30) days' written notice of termination to the Consultant, and sixty (60) days' in the case of the event referred to in (e).

- (a) If the Consultant does not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the Client may have subsequently approved in writing.
- (b) If the Consultant becomes insolvent or bankrupt.
- (c) If the Consultant, in the judgment of the Client has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

- (d) If, as the result of Force Majeure, the Consultant are unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- (e) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.
- (f) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GC 8 hereof.

2.6.2 By the Consultant The Consultants may terminate this Contract, by not less than thirty (30) days' written notice to the Client, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (c) of this Clause GC 2.6.2:

- (a) If the Client fails to pay any money due to the Consultant pursuant to this Contract and not subject to dispute pursuant to Clause GC 7 hereof within forty-five (45) days after receiving written notice from the Consultant that such payment is overdue.
- (b) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- (c) If the Client fails to comply with any final decision reached as a result of arbitration pursuant to Clause GC 8 hereof.

2.6.3 Payment upon Termination Upon termination of this Contract pursuant to Clauses GC 2.6.1 or GC 2.6.2, the Client shall make the following payments to the Consultant:

- (a) payment pursuant to Clause GC 6 for Services satisfactorily performed prior to the effective date of termination;
- (b) except in the case of termination pursuant to paragraphs (a) through (c), and (f) of Clause GC 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependents.

3. OBLIGATIONS OF THE CONSULTANT

3.1 General

3.1.1 Standard of Performance The Consultant shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ

appropriate technology and safe and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Client, and shall at all times support and safeguard the Client's legitimate interests in any dealings with Sub-Consultants or third Parties.

- 3.2 Conflict of Interests** The Consultant shall hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.
- 3.2.1 Consultants Not to Benefit from Commissions, Discounts, etc.** The payment of the Consultant pursuant to Clause GC 6 shall constitute the Consultant's only payment in connection with this Contract or the Services, and the Consultant shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Consultant shall use their best efforts to ensure that the Personnel, any Sub-Consultants, and agents of either of them similarly shall not receive any such additional payment.
- 3.2.2 Consultant and Affiliates Not to be Otherwise Interested in Project** The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Sub-Consultants and any entity affiliated with such Sub-Consultants, shall be disqualified from providing goods, works or services (other than consulting services) resulting from or directly related to the Consultant's Services for the preparation or implementation of the project.
- 3.2.3 Prohibition of Conflicting Activities** The Consultant shall not engage, and shall cause their Personnel as well as their Sub-Consultants and their Personnel not to engage, either directly or indirectly, in any business or professional activities which would conflict with the activities assigned to them under this Contract.
- 3.3 Confidentiality** Except with the prior written consent of the Client, the Consultant and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Consultant and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services.

- 3.4 Insurance to be Taken Out by the Consultant** The Consultant (a) shall take out and maintain, and shall cause any Sub-Consultants to take out and maintain, at their (or the Sub-Consultants', as the case may be) own cost but on terms and conditions approved by the Client, insurance against the risks, and for the coverage, as shall be specified in the SC; and (b) at the Client's request, shall provide evidence to the Client showing that such insurance has been taken out and maintained and that the current premiums have been paid.

- 3.5 Consultant's Actions Requiring Client's Prior Approval** The Consultant shall obtain the Client's prior approval in writing before taking any of the following actions:
- (a) entering into a subcontract for the performance of any part of the Services,
 - (b) appointing such members of the Personnel not listed by name in Appendix C, and
 - (c) any other action that may be specified in the SC.
- 3.6 Reporting Obligations**
- (a) The Consultant shall submit to the Client the reports and documents specified in Appendix B hereto, in the form, in the numbers and within the time periods set forth in the said Appendix.
 - (b) Final reports shall be delivered in CD ROM in addition to the hard copies specified in said Appendix.
- 3.7 Documents Prepared by the Consultant to be the Property of the Client**
- (a) All plans, drawings, specifications, designs, reports, other documents and software submitted by the Consultant under this Contract shall become and remain the property of the Client, and the Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to the Client, together with a detailed inventory thereof.
 - (b) The Consultant may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be specified in the SC.
- 3.8 Accounting, Inspection and Auditing** The Consultant (i) shall keep accurate and systematic accounts and records in respect of the Services hereunder, in accordance with internationally accepted accounting principles and in such form and detail as will clearly identify all relevant time changes and costs, and the bases thereof, and (ii) shall periodically permit the Client or its designated representative up to five years from expiration or termination of this Contract, to inspect the same and make copies thereof as well as to have them audited by auditors appointed by the if so required by the Client [or

the funding source e.g. the World Bank if this is applicable] the Bank as the case may be.

4. CONSULTANT'S PERSONNEL

- 4.1 Description of Personnel** The Consultant shall employ and provide such qualified and experienced Personnel and Sub-Consultants as are required to carry out the Services. The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Consultant's Key Personnel are described in Appendix C. The Key Personnel and Sub-Consultants listed by title as well as by name in Appendix C are hereby approved by the Client.
- 4.2 Removal and/or Replacement of Personnel**
- (a) Except as the Client may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Consultant, such as retirement, death, medical incapacity, among others, it becomes necessary to replace any of the Key Personnel, the Consultant shall provide as a replacement a person of equivalent or better qualifications.
 - (b) If the Client finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Consultant shall, at the Client's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Client.
 - (c) The Consultant shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

5. OBLIGATIONS OF THE CLIENT

- 5.1 Assistance and Exemptions** The Client shall use its best efforts to ensure that the Government shall provide the Consultant such assistance and exemptions as specified in the SC.
- 5.2 Change in the Applicable Law Related to Taxes and Duties** If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost incurred by the Consultant in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Consultant under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Clauses GC 6.2 (a) or (b), as the case may be.
- 5.3 Services and Facilities** The Client shall make available free of charge to the Consultant the Services and Facilities listed under Appendix F.

6. PAYMENTS TO THE CONSULTANT

- 6.1 Lump-Sum Payment** The total payment due to the Consultant shall not exceed the Contract Price which is an all-inclusive fixed lump-sum covering all costs required to carry out the Services described in Appendix A. Except as provided in Clause 5.2, the Contract Price may only be increased above the amounts stated in Clause 6.2 if the Parties have agreed to additional payments in accordance with Clause 2.4.
- 6.2 Contract Price**
- (a) The price payable in foreign currency/currencies is set forth in the SC.
 - (b) The price payable in local currency is set forth in the SC.

- 6.3 Payment for Additional Services** For the purpose of determining the remuneration due for additional services as may be agreed under Clause 2.4, a breakdown of the lump-sum price is provided in Appendices D and E.
- 6.4 Terms and Conditions of Payment** Payments will be made to the account of the Consultant and according to the payment schedule stated in the SC. Unless otherwise stated in the SC, the first payment shall be made against the provision by the Consultant of an advance payment guarantee for the same amount, and shall be valid for the period stated in the SC. Such guarantee shall be in the form set forth in Appendix G hereto, or in such other form, as the Client shall have approved in writing. Any other payment shall be made after the conditions listed in the SC for such payment have been met, and the Consultant has submitted an invoice to the Client specifying the amount due.
- 6.5 Interest on Delayed Payments** If the Client has delayed payments beyond fifteen (15) days after the due date stated in the Clause SC 6.4, interest shall be paid to the Consultant for each day of delay at the rate stated in the SC.

7. GOOD FAITH

- 7.1 Good Faith** The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

8. SETTLEMENT OF DISPUTES

- 8.1 Amicable Settlement** The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

- 8.2 Dispute** Any dispute between the Parties as to matters arising pursuant to this
- Resolution** Contract that cannot be settled amicably within thirty (30) days after
- F.** receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement in accordance with the provisions specified in the SC.

III. Special Conditions of Contract

| Number of GC Clause | Amendments of, and Supplements to, Clauses in the General Conditions of Contract |
|------------------------|---|
| {1.1(a)} | The Republic of Liberia |
| | The Employer: The Ministry of Health |
| {1.1(b)} | |
| 1.3 | The language/s is English |
| 1.4 | <p>The addresses are:</p> <p>Client : <u>Ministry of Health</u></p> <p>Attention : Jacob L.N. Wapoe</p> <p>Director of Procurement</p> <p>Ministry of Health</p> <p>Congo Town, Room#142</p> <p>email: proumoh24@gmail.com</p> <p>Consultant: _____</p> <p>_____</p> <p>Attention: _____</p> <p>Facsimile: _____</p> <p>E-mail: _____</p> |

| | |
|-------|---|
| {1.6} | <p>{The Member in Charge is <i>[insert name of member]</i>}</p> <p><i>Note: If the Consultant consists of a joint venture/ consortium/ association of more than one entity, the name of the entity whose address is specified in Clause SC 1.6 should be inserted here. If the Consultant consists only of one entity, this Clause SC 1.8 should be deleted from the SC.</i></p> |
| 1.7 | <p>The Authorized Representatives are:</p> <p>For the Client:</p> <p>Dr. Louise Mapleh Kpoto Minister of Health Ministry of Health Congo Town</p> <p>For the Consultant: _____</p> |
| 1.8 | <p><i>Note: The Procuring Entity must consult the Ministry of Finance on whether the Consultant (i) should be exempted from any direct taxes, duties or such levies, or (ii) should be reimbursed by the Client for any such levies they might have to pay (or that the Client would pay such levies on behalf of the Consultant and the Personnel).</i></p> <p><i>The Consultant must be informed in Clause Reference 3.7 of the Data Sheet about which alternative the Client wishes to apply.</i></p> <p>The Client warrants that the Consultant, the Sub-Consultants and the Personnel shall be exempt from (or that the Client shall pay on behalf of the Consultant, the Sub-Consultants and the Personnel, or shall reimburse the Consultant, the Sub-Consultants and the Personnel for) any indirect taxes, duties, fees, levies and other impositions imposed, under the Applicable Law, on the Consultant, the Sub-Consultants and the Personnel in respect of:</p> |

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| | <p>(a) any payments whatsoever made to the Consultant, Sub-Consultants and the Personnel (other than nationals or permanent residents of the Government's country), in connection with the carrying out of the Services;</p> <p>(b) any equipment, materials and supplies brought into the Government's country by the Consultant or Sub-Consultants for the purpose of carrying out the Services and which, after having been brought into such territories, will be subsequently withdrawn there from by them;</p> <p>(c) any equipment imported for the purpose of carrying out the Services and paid for out of funds provided by the Client and which is treated as property of the Client;</p> <p>(d) any property brought into the Republic of Liberia by the Consultant, any Sub-Consultants or the Personnel (other than nationals or permanent residents of the Republic of Liberia), or the eligible dependents of such Personnel for their personal use and which will subsequently be withdrawn there from by them upon their respective departure from the Republic of Liberia, provided that: NOT APPLICABLE</p> |
| | <p>(1) the Consultant, Sub-Consultants and Personnel, and their eligible dependents, shall follow the usual customs procedures of the Republic of Liberia in importing property into the Republic of Liberia and</p> <p>(2) if the Consultant, Sub-Consultants or Personnel, or their eligible dependents, do not withdraw but dispose of any property in the Republic of Liberia upon which customs duties and taxes have been exempted, the Consultant, Sub-Consultants or Personnel, as the case may be, (i) shall bear such customs duties and taxes in conformity with the regulations of the Republic of Liberia, or (ii) shall reimburse them to the Client if they were paid by the Client</p> |

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| | at the time the property in question was brought into the Republic of Liberia. |
| {2.1} | The Effective Date is July 28, 2025 |
| 2.2 | The date for the commencement of Services is August 1, 2025 |
| 2.3 | The time period shall be no more than Four (4) months |
| {3.7 (b)} | The Consultant shall not use these documents and software for purposes unrelated to this Contract without the prior written approval of the Client. Yes |
| 6.2(a) | The amount in foreign currency or currencies is United Sate Dollars |
| 8.2 | <p>Disputes shall be settled by arbitration in accordance with the following provisions:</p> <ol style="list-style-type: none"> 1. <u>Selection of Arbitrators.</u> Each dispute submitted by a Party to arbitration shall be heard by a sole arbitrator or an arbitration panel composed of three arbitrators, in accordance with the following provisions: <ol style="list-style-type: none"> (a) Where the Parties agree that the dispute concerns a technical matter, they may agree to appoint a sole arbitrator or, failing agreement on the identity of such sole arbitrator within thirty (30) days after receipt by the other Party of the proposal of a name for such an appointment by the Party who initiated the proceedings, either Party may apply to <i>[name an appropriate international professional body, e.g., the Federation Internationale des Ingenieurs-Conseil (FIDIC) of Lausanne, Switzerland]</i> for a list of not fewer than five nominees and, on receipt of such list, the Parties shall alternately strike names there |

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| | <p>from, and the last remaining nominee on the list shall be the sole arbitrator for the matter in dispute. If the last remaining nominee has not been determined in this manner within sixty (60) days of the date of the list, <i>[insert the name of the same professional body as above]</i> shall appoint, upon the request of either Party and from such list or otherwise, a sole arbitrator for the matter in dispute.</p> |
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| | <p>2. <u>Rules of Procedure.</u> Except as stated herein, arbitration proceedings shall be conducted in accordance with the rules of procedure for arbitration of the United Nations Commission on International Trade Law (<u>UNCITRAL</u>) as in force on the date of this Contract. Applicable</p> <p>3. <u>Substitute Arbitrators.</u> If for any reason an arbitrator is unable to perform his function, a substitute shall be appointed in the same manner as the original arbitrator.</p> <p>4. <u>Nationality and Qualifications of Arbitrators.</u> The sole arbitrator or the third arbitrator appointed pursuant to paragraphs (a) through (c) of Clause SC 8.2 1 hereof shall be an internationally recognized legal or technical expert with extensive experience in relation to the matter in dispute and shall not be a national of the Consultant's home country [<i>Note: If the Consultant consists of more than one entity, add: or of the home country of any of their Members or Parties</i>] or of the Republic of Liberia. For the purposes of this Clause, "home country" means any of:</p> <p>(a) the country of incorporation of the Consultant [<i>Note: If the Consultant consists of more than one entity, add: or of any of their Members or Parties</i>]; or</p> <p>(b) the country in which the Consultant's [or any of their Members' or Parties'] principal place of business is located; or</p> <p>(c) the country of nationality of a majority of the Consultant's [or of any Members' or Parties'] shareholders; or</p> <p>(d) the country of nationality of the Sub-Consultants concerned, where the dispute involves a subcontract.</p> |
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| | <p>5. <u>Miscellaneous</u>. In any arbitration proceeding hereunder:</p> <p class="list-item-l1">(a) proceedings shall, unless otherwise agreed by the Parties, be held in the Republic of Liberia</p> <p class="list-item-l1">(b) the English language shall be the official language for all purposes; and</p> <p class="list-item-l1">(c) the decision of the sole arbitrator or of a majority of the arbitrators (or of the third arbitrator if there is no such majority) shall be final and binding and shall be enforceable in any court of competent jurisdiction, and the Parties hereby waive any objections to or claims of immunity in respect of such enforcement.</p> |
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IV. Appendices

APPENDIX A – DESCRIPTION OF SERVICES

Note: Give detailed descriptions of the Services to be provided, dates for completion of various tasks, place of performance for different tasks, specific tasks to be approved by Client, etc.

APPENDIX B - REPORTING REQUIREMENTS

Note: *List format, frequency, and contents of reports; persons to receive them; dates of submission; etc.*

APPENDIX C - KEY PERSONNEL AND SUB-CONSULTANTS

Note: *List under:*

- C-1 Titles [and names, if already available], detailed job descriptions and minimum qualifications of Key Foreign Personnel to be assigned to work in the Government's country, and estimated staff-months for each.
- C-2 Same as C-1 for Key Foreign Personnel to be assigned to work outside the Government's country.
- C-3 List of approved Sub-Consultants (if already available); same information with respect to their Personnel as in C-1 or C-2.
- C-4 Same information as C-1 for Key local Personnel.

APPENDIX D - BREAKDOWN OF CONTRACT PRICE IN FOREIGN CURRENCY

Note: List here the elements of cost used to arrive at the breakdown of the lump-sum price - foreign currency portion:

1. Monthly rates for Personnel (Key Personnel and other Personnel).
2. Reimbursable expenses.

This appendix will exclusively be used for determining remuneration for additional services.

APPENDIX E - BREAKDOWN OF CONTRACT PRICE IN LOCAL CURRENCY

Note: List here the elements of cost used to arrive at the breakdown of the lump-sum price - local currency portion:

1. Monthly rates for Personnel (Key Personnel and other Personnel).
2. Reimbursable expenditures.

This appendix will exclusively be used for determining remuneration for additional services.

APPENDIX F - SERVICES AND FACILITIES PROVIDED BY THE CLIENT

Note: List here the services and facilities to make available to the Consultant by the Client.

APPENDIX G - FORM OF ADVANCE PAYMENTS GUARANTEE

Note: See Clause GC 6.4 and Clause SC 6.4.

Bank Guarantee for Advance Payment –NOT APPLICABLE

_____ [Bank's Name, and Address of Issuing Branch or Office]

Beneficiary: _____ [Name and Address of Client]

Date: _____

ADVANCE PAYMENT GUARANTEE No.: _____

We have been informed that [*name of Consulting Firm*] (hereinafter called "the Consultants") has entered into Contract No. [*reference number of the contract*] dated [*insert date*] with you, for the provision of [*brief description of Services*] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum of [*amount in figures*] ([*amount in words*]) is to be made against an advance payment guarantee.

At the request of the Consultants, we [*name of Bank*] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [*amount in figures*] ([*amount in words*])¹ upon receipt by us of your first demand in writing accompanied by a written statement stating that the Consultants are in breach of their obligation under the Contract because the Consultants have used the advance payment for purposes other than toward providing the Services under the Contract.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Consultants on their account number _____ at [*name and address of Bank*].

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Consultants as indicated in copies of certified monthly statements which shall be presented to us. This guarantee shall expire, at the latest, upon our

¹ The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency (ies) of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to the Client.

receipt of the monthly payment certificate indicating that the Consultants have made full repayment of the amount of the advance payment, or on the __ day of _____, 2____,² whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

Signature

² Insert the expected expiration date. In the event of an extension of the time for completion of the Contract, the Client would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Client might consider adding the following text to the form, at the end of the penultimate paragraph: “The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months][one year], in response to the Client’s written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.”

LIST OF ANNEXES

Annex A: Terms of Reference and Scope of Services

Annex B: Consultant's Reporting Obligations

Annex C: Cost Estimate of Services, List of Personnel and Schedule of Rates

ANNEX C**Cost Estimate of Services, List of Personnel and Schedule of Rates****(1) Remuneration of Staff**

| | Name | Rate (per month/day/ hour in currency) | Time spent (number of month/day/hour) | Total (currency) |
|-----|-------------|---|---|---------------------|
| (a) | Team Leader | | | |
| (b) | | | | |
| (c) | | | | |
| | | | | Sub-Total (1) |

(2) Reimbursables⁶

| | Rate | Days | Total |
|--------------------------|------|------|---------------|
| (a) International Travel | | | |
| (b) Local Transportation | | | |
| (c) Per Diem | | | |
| | | | Sub-total (2) |

TOTAL COST _____

⁶ To include expenses for international travel, local transportation, per diem, communications, reporting costs, visas, inoculations, routine medical examinations, portage fees, in-and-out expenses, airport taxes, and other such travel related expenses as may be necessary; reimbursable at cost with supporting documents/receipts; except for per diem (which is fixed and includes housing and _____ expenses).

Physical Contingency⁷ _____

CONTRACT CEILING _____

⁷ From 0 to 15 percent of total cost; use of contingency requires prior approval of the Client.
RFP- Development of an Electronic Continuous Immunization Learning (e-CIL) System

Annex III.**PERFORMANCE SECURITY FORM-NOT APPLICABLE**

To:

WHEREAS [*name and address of Contractor*] (hereinafter called “the Contractor”) has undertaken, in pursuance of Contract No. dated, to execute Services

(hereinafter called “the Contract”):

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract:

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of [*amount of guarantee*] [*in words*], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of [*amount of guarantee as aforesaid*] without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

The guarantee shall be valid until a date 30 days from the date of issue of a satisfactory certificate of inspection and testing by the procuring UN entity.

G. SIGNATURE AND SEAL OF THE GUARANTOR

Date.....

Name of Bank.....

Address.....