



# World Organisation for Animal Health

TH/COS2025/1

## **OPEN CONSULTATION OF SUPPLIERS**

### **A.TENDER PROCEDURE RULES**

## **ANIMAL MOVEMENT PATHWAYS AND VALUE CHAIN STUDY IN ASIA**

### **WORLD ORGANISATION FOR ANIMAL HEALTH (WOAH)**

whose statutory name is  
“OFFICE INTERNATIONAL DES EPIZOOTIES”

**DEADLINE TO SUBMIT OFFERS: 16 OCTOBER 2025  
at 5:00PM (Paris time)**

#### **Contracting authority**

**World Organisation for Animal Health (WOAH)**

whose statutory name is

“Office international des epizooties”

12 Rue de Prony

F-75017 Paris

France



## TABLE OF CONTENTS

<b>1. Framework of the Tender Procedure .....</b>	<b>4</b>
1.1. Contracting authority.....	4
1.2. Definitions.....	4
1.3. Choice of procurement procedure.....	5
1.4. Purpose.....	5
1.5. Project Background.....	5
1.6. Project objectives .....	5
1.7. Lots.....	6
1.8. Tranche .....	6
1.8.1. 1.8.1 Firm Tranche .....	6
1.9. Duration of the contract-Renewal-Timeframes .....	7
1.9.1. Duration and renewal .....	7
1.9.2. Timeframes .....	7
1.10. Financial Estimate.....	8
1.11. Typology of procurements and prices.....	8
<b>2. General Tender rules .....</b>	<b>8</b>
2.1. Condition of participation .....	8
2.1.1. Co-contracting .....	8
2.1.2. Subcontracting .....	8
2.2. Requirement to access.....	8
2.3. Conflicts of Interest .....	9
2.4. Confidentiality.....	9
2.5. Costs of Responses .....	10
2.6. Non-binding Effect.....	10
2.7. WOA's right .....	10
2.7.1. 2.7.1 Modification .....	10
2.7.2. 2.7.2 Cancellation of the consultation of suppliers.....	10
2.8. Appeal.....	11
<b>3. TENDER PROCESS DETAILS .....</b>	<b>11</b>
3.1 Schedule.....	11
3.2 Tender dossier .....	11
3.2.1 Questions .....	12



<b>3.3</b>	<b>Content of tenders and its selection .....</b>	<b>12</b>
<b>3.4</b>	<b>Proposal structure.....</b>	<b>13</b>
3.4.1	Information and Administrative documents .....	13
3.4.2	Financial response.....	14
3.4.3	Evaluation of Tenders.....	15
<b>3.5</b>	<b>Regularisation of tenders .....</b>	<b>15</b>
<b>3.6</b>	<b>Period of Proposal Validity .....</b>	<b>15</b>
<b>3.7</b>	<b>Negotiation .....</b>	<b>15</b>
<b>3.8</b>	<b>Personal data.....</b>	<b>16</b>
<b>3.9</b>	<b>Publication of information on recipients.....</b>	<b>16</b>
<b>3.10</b>	<b>Awarding contract .....</b>	<b>16</b>
<b>4</b>	<b>Annexes.....</b>	<b>17</b>



## 1. FRAMEWORK OF THE TENDER PROCEDURE

### 1.1. CONTRACTING AUTHORITY

**World Organisation for Animal Health (WOAH)** whose statutory name is “Office International des Epizooties”.

12 Rue de Prony

75017 Paris

France

Tel. : 33 – (0)1 44 15 18 88

Website : [Home - WOAH - World Organisation for Animal Health](http://www.woah.org)

WOAH is an intergovernmental organisation founded in 1924 and governed by international public law. It is responsible for improving animal health worldwide.

WOAH 's mission is to :

- Ensure transparency of the animal disease situation worldwide;
- Collect, analyse and disseminate scientific veterinary information;
- Provide expertise and stimulate international solidarity to control animal diseases;
- Guarantee the safety of world trade by drawing up health standards for international trade in animals and animal products within the framework of the mandate given to WOAH by the World Trade Organization (WTO) SPS Agreement. The standards it develops for the trade of live animals and products of animal origin are recognised by the WTO as reference international sanitary rules ([Home - WOAH - World Organisation for Animal Health](http://www.woah.org));
- Promote the legal framework and resources of Veterinary Services;
- Better guarantee food safety and promote animal welfare using a scientific approach.

As established by the International Treaty of 25 January 1924 creating the Organisation, its headquarters are located in Paris. It has 183 Members and is present on every continent through a total of 13 Representations or Offices. WOAH employs more than 250 staff, divided between the headquarters (60% of the workforce) and its 13 Representations on 5 continents. WOAH maintains permanent contact with 71 other international organisations and 301 Reference Centres and Laboratories in its 3 official languages, French, English and Spanish.

#### **WOAH Point of contact**

WOAH Sub-Regional Representation for South-East Asia

### 1.2. DEFINITIONS

**Awarded Tenderer:** the economic operator having, through the consultation of suppliers, been awarded the contract, prior to its signature.

**Contract:** the definitive agreement for Services entered into by WOAH and the Supplier, including any annexes attached thereto, as amended, modified and supplemented from time to time.

**Supplier:** the economic operator having signed the contract with WOAH for the provision of the services detailed in this consultation of suppliers, together with all its subcontractors. This operator will be the sole interlocutor of WOAH.

**Services:** the services, functions, responsibilities, tasks and deliverables to be carried out by the Supplier, as described in the Contract.

**Tenderers:** all economic operators responding to this tender procedure.



### 1.3. CHOICE OF PROCUREMENT PROCEDURE

WOAH will use a consultation of suppliers procedure: a procedure allowing any interested company to submit a tender following the publication of the procurement procedure.

### 1.4. PURPOSE

This consultation of suppliers (“tender procedure”) is an invitation for interested service providers to submit a proposal to conduct a study on animal movement pathways and value chain analysis within several countries of the Asian region<sup>1</sup> with a focus on cross-border movement between countries.

### 1.5. PROJECT BACKGROUND

Livestock movement is a critical risk factor for the transmission of transboundary animal diseases (TADs), both within countries and across borders, particularly in South-East Asia (SEA). Understanding livestock movement patterns is therefore essential to prevent the introduction and spread of diseases. A 2015 study on the movement pathways<sup>2</sup> and market chains of large ruminants in the Greater Mekong Sub-Region identified various factors, particularly market prices, as strong influences on livestock movement in the region.

Since 2015, no comprehensive assessment has been conducted to monitor changes in animal movement pathways in the region. Meanwhile, the epidemiological landscape of FMD and other emerging diseases has evolved significantly. The COVID-19 pandemic has altered trade dynamics and market access, underscoring the need to reassess livestock movement patterns. Evaluating the current direction and characteristics of animal movements is crucial to inform the development of effective risk control strategies. WOAH is coordinating the South-East Asia, China and Mongolia Foot and Mouth Disease (SEACFMD) Campaign<sup>3</sup>, an initiative launched in 1997 to support control and elimination of FMD in 12 countries. Several SEACFMD governance meetings have highlighted the risk of FMD posed by cross-border animal movements, both official and unofficial.

Under the SEACFMD Campaign, countries in the Upper Mekong Zone (northern Lao PDR, Myanmar, Thailand, Vietnam, and Yunnan Province of China) collaborate through the Upper Mekong Working Group (UMWG) to control FMD and regulate animal movement, promoting safe trade and the exchange of information and expertise. Additional countries (Indonesia, Malaysia) are also interested in this work. In support of these efforts, the 27<sup>th</sup> meeting of the WOAH SEACFMD Sub-Commission recommended an animal movement study in the region to inform risk assessment, surveillance, and regulatory efforts<sup>4</sup>.

Therefore, WOAH Sub-Regional Representation for South-East Asia (SRR SEA) is launching a study on animal movement along livestock value chains in the region. This study will be funded through a contribution from the People's Republic of China.

### 1.6. PROJECT OBJECTIVES

The objective of the study is to analyse cross-border movements of animals in the region. The study aims to identify drivers for the animal movement, the sources of these animals, map their trade value chains, and examine patterns of movement, key trading routes, and market linkages. This will provide a

---

<sup>1</sup> Up to 2 to 3 provinces in the following countries: China (Yunnan), Indonesia, Lao PDR, Malaysia, Myanmar, Thailand and Vietnam. This remains tentative at this stage and could evolve before the start of the project

<sup>2</sup> [https://rr-asia.woah.org/app/uploads/2019/10/livestock\\_movement\\_pathways\\_and\\_markets\\_in\\_the\\_gms\\_final\\_.pdf](https://rr-asia.woah.org/app/uploads/2019/10/livestock_movement_pathways_and_markets_in_the_gms_final_.pdf)

<sup>3</sup> <https://rr-asia.woah.org/en/our-mission/our-mission-regional-strategies/the-south-east-asia-and-china-foot-and-mouth-disease-seacfm-campaign/>

<sup>4</sup> <https://rr-asia.woah.org/app/uploads/2024/12/Final-Recommendations-27th-SEACFMD-Sub-Com-Meeting-6Sep2024.pdf>



deeper understanding of the regional livestock movement and the associated risks of transboundary animal disease transmission.

**Objective 1:** Review previous studies and relevant literatures, initiatives in the region on the control of animal movement including policy and legislation instruments.

**Objective 2:** Assess recent changes in animal movement pathways within the region and identify potential FMD/TADs risk pathways.

**Objective 3:** Identify and evaluate key market and movement value chains for animals in the region by analysing official and unofficial cross-border movements, country livestock movement data, and conducting targeted field studies.

## **1.7. LOTS**

No breakdown into lots is foreseen. A single contract will therefore be awarded.

## **1.8. TRANCHE**

The service will include a single firm tranche.

### **1.8.1. 1.8.1 Firm Tranche**

It is expected the following deliverables:

#### ***Deliverable 1:***

A Comprehensive report to describe the animal movement pathway in selected countries and in the region including:

- Executive summary and findings for communication purposes;
- Policy, legislation, trade agreements and current state of play of identification and traceability between countries;
- Mapping of key movement pathways within countries and across borders, and identification of potential key markets and risk areas;
- Mapping of value chains with key stakeholders showing where animals are sourced, gathered, fattened and moved for trade purposes;
- Identification of key drivers and challenges impacting animal movement;
- Recommendations to improve animal movement control and facilitate safe trade
- Be maximum 40 pages long including above mentioned components;
- Unlimited annexes (additional information, questionnaire, interview list, bilateral agreement...).

To collect relevant data, tenderers may propose in their offer potential use of local consultants, field visits or consultative meetings in the targeted countries. In that case, applicants should support the preparation, facilitation and reporting of such visits/meetings and include the corresponding costs in the financial offer.

***All deliverables should be written in English.***

The number of working days expected in this firm tranche is: 50 days



## 1.9. DURATION OF THE CONTRACT-RENEWAL-TIMEFRAMES

### 1.9.1. Duration and renewal

The contract is expected to be performed from the effective date as indicated in the contract (approximately October 2025) for a duration of 12 months.

### 1.9.2. Timeframes

The service/solution/project will be conducted/delivered according to the provisional timeframe below. The actual schedule will depend on the real date of the contract signing and the time assessment of the chosen Service Provider.

*Figure 1: Estimated timeframes for the firm tranche*

	<b>Project Development Estimated Working days</b>	<b>Remarks and provisional timeline</b>
Develop work plan and milestones for delivery	2	15/11/2025
Desktop review of literatures and reports, initial analysis on available documents	5	20/11/2025
Study kick-off meeting, introduction of the study and planning	1	Online meeting with WOAH and selected countries 30/11/2025
Develop study design including the study methodology, scope of study area and discuss with WOA to finalise the plan of the study	4	15/12/2025
Analyse available data and conduct country level data collection based on the work plan and analyse data	10	15/03/2026
Visit to selected countries (preferable study area), support the preparation, facilitation, and reporting of Regional/National meetings in targeted countries if it is deemed necessary and agreed with WOA. Interviews to boost the collected data or more data collection	20	15/07/2026
Analyse new data and provide initial results for discussion. Integrate WOA comments.	2	15/08/2026
Present at relevant meetings and forums	4	When required
Write final report. Integrate WOA comments and present at final Virtual Workshop	2	30/09/2026
Total day required	50	



## 1.10. FINANCIAL ESTIMATE

WOAH has decided not to indicate the budget.

Tenderers are invited to submit the most favourable and adapted financial offer; this financial offer will be part of the assessment.

## 1.11. TYPOLOGY OF PROCUREMENTS AND PRICES

The contract will be concluded on the basis of prices expressed in euros (€).

- with fixed price: For the expected services detailed in section 1.6 , WOAH will pay the fixed price provided by the tenderer in its financial offer.

## 2. GENERAL TENDER RULES

### 2.1. CONDITION OF PARTICIPATION

Natural and legal persons as well as consortia (either officially established or constituted specifically for this consultation of suppliers) may apply.

No more than one tender may be submitted by a person whether as a natural or legal person or member of a consortium. **If a person submits more than one response, all responses in which they participate will be excluded from the selection process.**

#### 2.1.1. Co-contracting

Tenderer responding with one or more co-contractors (consortium), must indicate in the Declaration of co-contractors (Annex B3) :

- whether it is joint-and-several liability or joint-liability only;
- the member who represents the consortium by providing a power of attorney;
- Each co-contractor shall provide all administrative information and documents requested (Document B-Administrative Information); Each co-contractor must be validated by WOAH (see 2.2).

WOAH reserves the right to impose to the selected tenderer applying as part of a consortium with joint liability only to switch its constitution to the joint and several liability between the members of the consortium.

#### 2.1.2. Subcontracting

Subcontracting is allowed; in that case, it must not exceed 40% (on the basis of price evaluation) and declaration of subcontractors shall be made by using the document provided in Annex B4.

Each subcontractor must be validated for integrity by WOAH (see 2.2). The intention to participate and to subcontract must be precisely identified according to the proposed phases of the project, as well as the rate of subcontracting.

### 2.2. REQUIREMENT TO ACCESS

In participating to this consultation of suppliers, a tenderer represents and warrants by doing so that:





- is not bankrupt or under mandatory liquidation, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, is not the subject of proceedings concerning its business activities, or is not in any similar situation arising from a procedure provided for in national legislation or regulations;
- it or a person having powers of representation, decision-making or control over it or a member of an administrative, a management or a supervisory body has not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering, offences linked to terrorist activities, child labour, human trafficking, creating or being a shell company or any other irregular or illegal activity;
- it or persons having powers of representation, decision-making or control over it have not been guilty of professional misconduct, including misrepresentation.
- it is in compliance with all its obligations relating to the payment of social security contributions and of taxes in accordance with the national legislation or regulations of the country in which the Tenderer is established.

Tenderers undertake to provide documentary evidence related to the items mentioned above upon request by WOAHA at any point during the tender procedure and/or contracting process. Should a tenderer fail to produce reasonable evidence, **WOAH reserves the right to reject the tenderer's response and, in the event it has already entered into a Contract with the tenderer as a result of the tender process, to terminate such Contract with immediate effect.**

The REFINITIV WORLD-CHEK ONE global compliance screening platform will be consulted. In accordance with WOAHA's internal rules, the identification of a tenderer by this platform may lead to its exclusion.

### 2.3. CONFLICTS OF INTEREST

Under no circumstances is a tenderer to contact any person employed by or representing WOAHA regarding the tender procedure other than the person(s) mentioned in this document.

In participating to this consultation of suppliers, a tenderer represents and warrants that:

- It does not have any conflict of interest arising from economic interests, political or national affinities, family or emotional ties, or any other relevant connection or shared interest in connection with any Contract that may be entered into between the tenderer and WOAHA as a result of the consultations of suppliers;
- It will inform, without delay, of any situation constituting a conflict of interest or which could give rise to a conflict of interest;
- No offer of any type whatsoever from which an advantage can be derived under the Contract has been or will be made;
- It has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept, any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to the award of the Contract;
- It has not misrepresented, either knowingly or negligently, in supplying any of the information requested by WOAHA.

### 2.4. CONFIDENTIALITY

Unless otherwise authorised in writing by WOAHA, all information, whether disclosed either directly or indirectly, formally or informally, in writing, orally, or by visual inspection, which are part of the tender procedure or provided for its purpose or any amendment thereto, shall not be disclosed, copied, used or modified in any manner and shall only be used for the sole purpose of the tender procedure.

Consequently, tenderers agree to take all the necessary steps to ensure compliance with such confidentiality obligations by its directors, officers and employees who need to know such information for purposes of the tender procedure. In addition, the tenderer undertakes to return to WOAHA, upon first demand, any document transmitted, in line with the Confidentiality Undertaking signed.



All information received in response to this initiative that is marked proprietary will be handled accordingly. Responses will not be returned.

## **2.5. COSTS OF RESPONSES**

Tenderers are responsible for all costs and expenses, including professional fees, incurred in connection with the preparation and submission of responses to, and generally their participation in, the tender procedure.

## **2.6. NON-BINDING EFFECT**

The information included in the tender documents are provided to Tenderers so they may prepare a proposal in response. This tender procedure may lead to the signature of a Contract between WOAHA and a tenderer selected by WOAHA. However, the transmission of the tender documents to tenderers does not imply any legal obligation on the part of WOAHA to entrust the provision of the services to any tenderer. WOAHA has the right to reject any proposal in its sole discretion. WOAHA remains strictly independent of any tenderer, and none of the provisions of the tender documentation may be interpreted as creating a contractual relation of any sort.

WOAHA is under no obligation to accept a given tenderer's proposal and reserves the right not to proceed with, at any time prior to the signature of a Contract.

In this case, WOAHA shall not have any liability whatsoever and tenderers who have not signed a Contract with WOAHA waive their right to claim any compensation or damages.

## **2.7. WOAHA'S RIGHT**

WOAHA reserves itself the right to:

- qualify, accept or reject any or all tenderers as deemed to be the interest of WOAHA,
- accept or reject any exception taken by the tenderers to the terms and conditions of the Specifications,
- cancel or modify the present tendering procedure,
- seek clarification from the tenderers about questions during the evaluation process,
- reject any tenderer who do not answer questions asked by WOAHA during the evaluation process.

### **2.7.1. Modification**

WOAHA reserves the right to introduce non-substantial modifications to the tender documents. In the event that WOAHA, either following a request from a candidate / tenderer or on its own initiative, introduces a modification of the tender documents, all candidates / tenderers having downloaded the tender documents from the e-tendering platform will be notified of such modification. WOAHA may extend the deadline for submission of tenders to all candidates / tenderers to allow them to take into account these changes.

The fact that WOAHA decides not to extend the deadline does not entitle candidate / tenderers to claim any compensation or to any form of complain whatsoever.

### **2.7.2. Cancellation of the consultation of suppliers**

WOAHA is not bound to follow up the tender.

WOAHA also reserves the right to sign a Contract for only part of the Services. Such decisions would not entitle tenderers to any form of compensation whatsoever.



## 2.8. APPEAL

Tenderers believing that they have been harmed by an error or irregularity during the award process may lodge a complaint with WOAH by addressing their request to [woah-procurement@woah.org](mailto:woah-procurement@woah.org) or by letter to WOAH 12 rue de Prony 75017 Paris.

WOAH will be required to reply within ten working days after receipt of the complaint. If WOAH fails to address the complaint, the unsuccessful tenderer may request arbitration by the Permanent Court of Arbitration (PCA) at The Hague, governed by the PCA arbitration rules 2012 and the PCA Optional Rules for Arbitration between International Organisations and Private Parties.

## 3. TENDER PROCESS DETAILS

### 3.1 SCHEDULE

The table below is an estimated schedule of the procedure. These dates are subject to be changed by WOAH depending on the length of the procedure.

All bidders will be informed should WOAH change any of these dates.

<b>Launching of the Open Consultation of suppliers</b>	<b>22 September 2025</b>
<b>Deadline to receive bids</b>	<b>16 October 2025</b>
<b>Supplier selection</b>	<b>30 October 2025</b>

Proposals may be modified prior to the deadline for submission by submitting a new proposal through the [e-tendering platform SafeTender](#) or may be withdrawn prior to the deadline for submission through a written notification sent via the [e-tendering platform SafeTender](#).

### 3.2 TENDER DOSSIER

The tender documents are the following :

- Doc A - Tender procedure rules and its annex:
  - o WOAH Contract template (annex A1)
- Doc B - Administrative Information and its annexes:
  - o Confidentiality agreement (Annex B1)
  - o Declaration of integrity (Annex B2)
  - o Declaration of co-contracting (Annex B3)
  - o Declaration of sub-contracting (Annex B4)
- Doc C - Financial Offer (to be filled and submitted as financial offer)

#### **E-tendering platform support**

For further information and assistance with respect to downloading files and submitting tenders, please contact the company maintaining the system either:

by telephone +33 (0) 8 25 00 13 26 (0,15 EUR TTC/min);

or by e-mail [support@safetender.com](mailto:support@safetender.com)



Once your profile is created, you may consult support material on the platform.

Tenderers are invited not to upload their applications/tenders at the last minute. Also, Tenderers are invited to perform tests on the system prior to submitting their applications/tenders to ensure they have a good command of the system.

### 3.2.1 Questions

During the consultation of suppliers and up until WOAH starts discussions with one or several tenderers, the latter shall refrain from contacting the personnel of WOAH.

The Procurement Unit and the prescribing department, are the only representatives of the Organisation authorised to answer any questions.

Tenderers may wish to ask with the sole aim of obtaining additional technical, legal or administrative explanations, namely should they observe contradictions or omissions in the Specifications. They should send their questions using the e-tendering platform [SafeTender supplier \(woah.org\)](https://www.woah.org/safetender). Questions may be asked up until **9 October 2025 at 05:00 p.m. (Paris Time)**.

To ensure fairness, any information given to one Candidate shall be immediately passed on to all the others. Likewise, during assessment of the applications and tenders, WOAH may request additional information from applications and tenders.

## 3.3 CONTENT OF TENDERS AND ITS SELECTION

Interested tenderer must submit their tender by electronic means. Tenders must be submitted in English.

Tenderers shall upload three zip folders on the [e-tendering platform](#). They are requested to indicate the lot for which they are bidding in the title of the folder submitted, as follows:

1. « First folder– Administrative Information »
2. « Second folder – Technical tender »
3. « Third folder – Financial tender »

Tenderers must separate the technical and financial offers.

These three files shall constitute the bid as follows:

- The first folder shall contain all the information and items requested in Administrative information document (Document B) and its annexes duly completed and signed:
  - Confidentiality agreement (Annex B1),
  - Declaration of integrity (Annex B2),
  - Declaration of co-contracting (Annex B3), if any.
  - Declaration of sub-contracting (Annex B4), if any.
- The second file must contain the technical bid and any information, other than that contained in the first and third file, which is part of the bid. No financial data shall be included in this bid. The file must also include WOAH contract template accepted in full" or present the modifications requested.
- The third folder must contain the financial tender (Document C) duly completed and signed.

Please make specific reference in the response to any legitimately and appropriately confidential or proprietary material contained in the response. Such information included in the responses to the consultation of suppliers will be kept confidential by WOAH.



**Reminder: responses should be submitted by 16 October 2025 05:00 p.m. (Paris local time). Any proposal received past this deadline will be excluded from the consultation of suppliers process.**

To facilitate upload and management of your tender, you are invited:

- To limit your bid at 70Mo,
- Favor the following formats .doc / .rtf / .pdf / .xls / zip,
- Avoid using other formats such as “.exe”,
- Avoid using certain tools such as “macros”,
- Check all files for viruses before uploading them on the platform.

For each document that requires signature, signature shall emanate from a duly authorised person. This person is either the tenderer's legal representative or any person enjoying a delegation of powers or of signature emanating from the tenderer's legal representative.

### 3.4 PROPOSAL STRUCTURE

Each tender must contain the following elements. If the tender does not contain all of these documents, WOAHA reserves the right to exclude the tenderer.

#### 3.4.1 Information and Administrative documents

Bidder must complete and sign the following documents:

- Confidentiality agreement (Annex B1),
- Declaration of integrity (Annex B2),
- Declaration of co-contracting (Annex B3), if any.
- Declaration of sub-contracting (Annex B4), if any.

##### 3.4.1.1 Technical response

The technical offer should not be longer **than 6 pages (+CV in annex)**. Additional information relevant to the understanding of the response may be presented in annex and will not count against the maximum number of pages. The following structure can be used:

##### 3.4.1.2 Management and implementation

The technical proposal shall clearly describe the understanding of the context and objectives of the work, the methodology and the tools to achieve the objectives. The main constraints and prerequisites (time, availability of parties involved) should be identified. A timetable with milestones should be provided.

##### 3.4.1.3 Team and profiles

This section should describe the study team, including designated potential local focal points in each target country, with supporting CVs (maximum 3 pages per CV to be put in annex).

The consultant or team of consultants should demonstrate the following skills/qualities and adhere to the highest review standards and code of ethics expected by WOAHA and its partners:

#### Experience

- At least 8 years of working experience in agriculture or animal health, particularly in the context of regional or /and sub regional animal movement study related to TADs;



- Proven and relevant experience in designing market value chain analyses, with technical expertise in mapping using GIS tools, and in working on animal trade in the context of animal movement, pricing, market demand, and supply chains;
- Experience conducting desktop study and literature review as well as communicating with public and private sectors;
- Demonstrated experience in the animal health sector at the national, regional, and global levels is considered an asset;
- Working experience in South-East Asia and China is considered an asset;

#### Skills

- Fluency in English with excellent verbal and written skills; highly proficient at writing detailed technical reports in English;
- Strong analytical skills and ability to perform a literature review and synthesise solid evaluative findings out of raw evidence;
- Demonstrated ability to break down and communicate complex concepts simply in multicultural settings;
- Demonstrated ability to work effectively both independently and as part of a team with minimal guidance, as well as to communicate effectively in a multicultural environment.

#### 3.4.1.4 Risk factors

This section should provide a review of major constraints identified at this stage, potential risks to the project and requirements to ensure its successful completion. Prerequisites that you deem important to carry out the project effectively (time, stakeholder availability) should be identified.

#### 3.4.2 Financial response

The financial offer should be provided in Euros, Document C must be completed by each bidder. **Only this appendix will be taken into account for the financial analysis of the bids.**

Financial offers should be provided in Euros and all applicable taxes and any other charges.

Prices must be details as follows :

- Price including VAT if applicable.

If the VAT is applicable, please details the price excluding VAT and the price including VAT.

The prices indicated by the tenderer in the financial offer will be deemed to be inclusive of all costs, if any, as detailed below:

- the expenses required to provide the services;
- any taxes and other possible charges applied on the services;
- any packaging, storage, wrapping, insurance and transport costs;
- risk and profit margins.

#### Core Components

The financial offer should provide on the document C with the following information:

- An overall cost; A cost breakdown per type of costs (expertise fees, travel...) allowing a clear understanding of the global cost

To collect relevant data, applicants may propose in their offer potential use of local consultants, field visits or consultative meetings in the targeted countries. In that case, applicants should include the corresponding costs in the financial offer.



### *Order and payment terms*

Tenderers should detail:

- Terms of payment and settlement periods.

### **3.4.3 Evaluation of Tenders**

WOAH will proceed to an evaluation of the provider according to the criteria described below:

- Technical criteria (70%)
  - Expertise and experience (50%)
  - Demonstrated understanding of the context and methodology proposed (50%)
- Financial criteria (30%) will be assessed on the basis of the financial document (C) to be completed.

WOAH may ask tenderers to provide clarifications needed to evaluate their tender; tenderers will be requested to reply in writing.

### **3.5 REGULARISATION OF TENDERS**

Any offer containing one or more substantial irregularities cannot be regularised and must therefore be rejected.

WOAH, at its sole discretion:

- may ask tenderers/applicants having submitted an irregular offer (with no substantial irregularities) to regularise their offer within an appropriate period of time. If the tender is not regularised within the deadline, the tender/application will be rejected;
- may decide not to regularise any irregular tenders/applications (with no substantial irregularities); in such case all irregular tenders/applications will be rejected.

In the event of a regularisation decision, WOAH may request any missing document or information, except for substantial ones (such as the Financial and Technical offers). If the tender is not regularised within the deadline, it will be rejected.

### **3.6 PERIOD OF PROPOSAL VALIDITY**

Tenderers are bound by their proposals for 180 days after the deadline for submission and until the notification of non-award. The successful tenderer must maintain its offer until the signature of the contract.

### **3.7 NEGOTIATION**

If deemed necessary, WOAH may enter in negotiation with up to 3 tenderers with the best scores from the tender assessment in accordance with the provisions of Article 3.4.4.

WOAH reserves the right to invite to negotiations bidders who have submitted irregular bids, so that these bids may become regular or acceptable, provided that the substantial characteristics of the bid are not altered.

The invitation specifying the terms of the negotiation will then be sent via the electronic procurement platform. It should be noted that, in any event, the negotiations may not relate to the subject of this consultation, nor substantially modify the characteristics and conditions of performance of the contract.





Each bidder will appoint a representative with the capacity to bind it, who will be WOA's contact person.

Negotiations will be conducted under conditions of strict equality between tenderers likely to participate in the negotiations. WOA shall refrain from disclosing any information which might favour certain participants to the detriment of others.

When WOA considers that the negotiation is complete, it informs the remaining bidders and invites them to submit their final offers.

Final offers are submitted on the basis of the initial offer and the proposals discussed during the negotiation.

This new bid (the final bid) will replace the initial bid. It will be taken into account and examined in the light of the award criteria (section 3.4.4.). If the bidder does not submit a final bid within the time limit specified in the request from WOA, only its initial bid will be taken into account and examined in the light of the award criteria (section 3.4.4.)

These bids will be evaluated and ranked according to the criteria and their weighting indicated in section 3.4.4.

Once the final bids have been submitted, WOA may request further details (e.g. clarification of certain aspects of the bid or confirmation of the commitments contained therein). However, such requests may not lead to changes to the key elements of the offer or the essential features of the contract.

The entire procedure is conducted in English. Written documents, graphics, plans and bids are drafted in English and discussions at negotiation meetings are held in English. If the documents submitted by a candidate are not in English, they must be accompanied by an English translation.

### **3.8 PERSONAL DATA**

WOA, as a data controller, will process the personal data you provide in the bidder for the purposes of identifying a suitable supplier, to support its work.

The data collected will be processed internally for the aforementioned purposes and for the resulting administrative acts, it shall be kept for the duration of the contract with you and in an intermediate archive for a duration of 10 during the audit period.

You have rights to access and rectify your personal data, as well as to request erasure and obtain data portability under certain circumstances.

To exercise these rights or If you have any questions about the processing of your data, you can contact our data protection officer at [dpo@woah.org](mailto:dpo@woah.org). For more information check our Privacy Policy: [Privacy Policy - WOA - World Organisation for Animal Health](#)".

### **3.9 PUBLICATION OF INFORMATION ON RECIPIENTS**

To comply with disclosure requirements and enhance transparency, WOA shall publish on its website the following information about the Contract which shall be concluded with the awarded contractor: (i) the nature of the contract (ii) year of award (iii) name and locality of the Service provider; (iv) the title, purpose of the Service provider; and (v) the amount of this Agreement. WOA will not release or publish information that could reasonably be considered confidential or proprietary.

### **3.10 AWARDING CONTRACT**

WOA will award the contract to the most technically and economically advantageous proposal, based on the above criteria (section 3.4.4.). Tenderers will be informed through electronic correspondence of the results of the selection process.





WOAH will submit to the selected bidder a service agreement.

If WOAH is unable to finalise a Contract with the Bidder ranked first, WOAH may proceed for the next ranked Bidder, and so on until a Contract is awarded.

#### **4 ANNEXES**

- Annex No. 1 – WOAH Contract Template