



World Health
Organization

Invitation to Bid (ITB)

Procurement of Printer Consumables (Toner, Developer, and Image Drum) for WHO Nigeria
Country and State Offices

ITB Reference No:	ICT/2026/08/080
WHO Office:	WCO Nigeria
Issued on:	Tuesday, September 1, 2026
Closing Date:	Tuesday, September 15, 2026
Closing Time:	10:00 AM
Time Zone:	UTC +1 Hour

Section 1: Cover Letter

Dear Bidders,

The World Health Organization (WHO) hereby invites prospective bidders to submit a bid in accordance with the WHO General Terms and Conditions and the Schedule of Requirements as set out in this Invitation to Bid (ITB).

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

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If you are interested in submitting a bid in response to this ITB:

1. Please acknowledge receipt of this ITB by completing and returning the Letter of Intent in Annex A, indicating your intention to submit a bid or not, no later than Friday, September 4, 2026
2. Please submit any requests for clarification not later than Wednesday, September 9, 2026
3. Please prepare your bid in accordance with the requirements and procedures outlined in this ITB and submit it no later than Tuesday, September 15, 2026

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

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

We look forward to receiving your competitive bid.

Section 2: General Instructions to Bidders

GENERAL	
1. About WHO	The World Health Organization (WHO) was established in 1948 as a specialized agency of the United Nations. The objective of WHO (www.who.int) is the attainment by all peoples of the highest possible level of health. "Health", as defined in the WHO Constitution, is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity. WHO's main function is to act as the directing and coordinating authority on international health work.
2. Scope of ITB	Bidders are invited to submit a bid for the goods specified in Section 5: Schedule of Requirements, in accordance with this Invitation to Bid (ITB). A summary of the scope of the bid is included in Section 3: Data Sheet. Bidders shall adhere to all the requirements of this ITB, including any amendment made in writing by WHO.
3. Interpretation of the ITB	This ITB is conducted in accordance with Policies and Procedures of WHO, a summary of which is accessible at WHO's website: WHO Procurement: principles and processes. Any bid submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of the bid WHO. WHO is under no obligation to award a contract to any bidder as a result of this ITB. Bidders are expected to examine all instructions, forms, specifications, terms and conditions contained within this WHO solicitation document. Failure to comply with these documents shall be at the bidder's risk and may affect the evaluation of the bids or may result in the rejection of the bid.
4. Eligible bidders	Bidders shall have the legal capacity to enter into a binding contract with WHO. All WHO suppliers must abide to the UN Supplier Code of Conduct, which is available at the following link: UN Supplier Code of Conduct. In addition, bidders shall submit a signed Self Declaration form, included in this ITB. Bidders will be excluded if: • They are bankrupt, undergoing court administration, have suspended business, are under creditor arrangements, or in similar situations under national law. • They or individuals with decision-making power have been found guilty of fraud, corruption, involvement in criminal organizations, money laundering, terrorism-related offenses, child labor, or human trafficking. • They or such individuals have been found guilty of financial irregularities. • They misrepresent or fail to provide required information under this ITB or during evaluation. • They have a conflict of interest, as determined solely by WHO. This includes associations with firms involved in preparing specifications for this procurement or any other conflicting situation. • They appear on sanction or ineligibility lists, including the UN Security Council, UN Ineligibility List, World Bank's non-responsible vendors list, or World Bank ineligible firms and individuals list. WHO may decide to exclude bidders for other reasons.
SOLICITATION DOCUMENT	
5. Clarification of ITB	Bidders may request clarifications on any of the ITB documents no later than the date indicated in Section 3: Data Sheet. Any request for clarification must be sent in writing in the manner indicated in Section 3: Data Sheet. There shall be no individual presentation by or meeting with bidders until after the closing date for submission of bids. From the date of issue of this bid to the final selection, contact with WHO officials concerning the ITB process shall not be permitted, other than through the submission of queries as per the process described above, and/or through a possible presentation or meeting called for by WHO, in accordance with the terms of this ITB.
6. Amendment of ITB	At any time prior to the deadline of bid submission, WHO may for any reason, such as in response to a clarification requested by a bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders. If the amendment is substantial or for other reasons, WHO may extend the Deadline for submission of bids.

PREPARATION OF BIDS	
7. Cost of preparation of bid	The bidder shall bear all costs related to the preparation and/or submission of the bid, regardless of whether its bid is selected or not. WHO shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
8. Language	The bid, as well as any and all related correspondence exchanged by the bidder and WHO, shall be written in the language(s) specified in Section 3: Data Sheet.
9. Documents comprising the bid	The bid shall comprise of the forms requested in Section 7: Bidding Forms as well as any associated documentation requested in the ITB.
10. Prices	WHO is entitled by reason of the Privileges and Immunities it enjoys, subject to the conditions included in the WHO General Terms and Conditions (Section 6). During bidding, Bidders must submit prices excluding taxes. However, in jurisdictions / countries where VAT is mandatory, as evidenced by the Bidder, the selected Bidder will include VAT on invoices to WHO. The respective Finance team at Headquarters, Regional Office, or Country Office, will handle refund claims with the relevant authorities in accordance with applicable tax laws and procedures in that jurisdiction / country. Any quantity or other discounts (e.g.: volume discounts) shall be clearly indicated. Prices quoted by the bidder shall be fixed during the bidder's performance of the contract. Any adjustment or revision to the prices shall only be made effective upon agreement based on written amendment signed by both parties.
11. Bid currencies	Prices may be quoted in US Dollar, or any currency of the bidder's choice, unless otherwise stipulated in Section 3 Bid data Sheet. However, for the purposes of comparison of all offers WHO will convert the currency quoted in the offers to USD, in accordance with the UN Operational Rate of Exchange on the closing date for bid submission specified in Section 3: Data Sheet.
12. Bid validity period	Bids shall remain valid for the period specified in Section 3: Data Sheet, commencing on the deadline for submission of bids. A bid valid for a shorter period may be rejected by WHO and rendered non-responsive. During the bid validity period, the bidder shall maintain its original bid without any change, including the availability of the key personnel, the proposed rates and the total price. In exceptional circumstances, prior to the expiration of the bid validity period, WHO may request bidders to extend the period of validity of their bids
13. Joint Venture or Consortium	Two or more entities may form a joint venture or consortium and submit a joint bid offering to jointly provide the goods described in the bid. Such a bid must be submitted in the name of one member of the consortium - hereinafter the "lead organization". The lead organization will be responsible for undertaking all negotiations and discussions with, and be the main point of contact for, WHO. The lead organization and each member of the consortium will be jointly and severally responsible for the proper performance of the contract.
14. Partial bids	Bidders must offer goods and/or services for the total requirement requested under Section 5: Schedule of Requirements unless if so stated in Section 3: ITB Data Sheet. Bids offering only part of the requirements may be rejected unless permitted otherwise in Section 3: ITB Data Sheet.
15. Alternative bids	Unless otherwise specified in Section 3: Data Sheet, alternative bids shall not be considered. If submission of alternative bid is allowed in Section 3: Data Sheet, a bidder may submit an alternative bid, but only if it also submits a bid conforming to the ITB requirements. Where the conditions for its acceptance are met, or justifications are clearly established, WHO reserves the right to award a contract based on an alternative bid.
16. Pre-bid conference	When appropriate, a pre-bid conference will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet. WHO will not issue any formal answers to questions from bidders regarding the ITB or bid process during the pre-bid conference. All responses to questions raised prior, during the bidders' conference and or up to the deadline for clarification shall be submitted in accordance with Article 5 (Clarification of ITB).
17. Site inspection	When appropriate, a site inspection will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet.

SUBMISSION AND OPENING OF BIDS	
18. Instruction for bid submission	The bidder shall submit a duly signed and complete bid comprising the documents and forms in accordance with requirements in Section 3: Clause 18. The Price Schedule shall be submitted together with the Technical Bid. Bidders must be aware that the mere act of submission of a bid, in and of itself, implies the bidder has accessed, read, understood and agrees to comply with WHO's Purchase Order : General Conditions, which are available on the WHO website.
19. Deadline for bid submission	Complete bids must be received by WHO in the manner, and no later than the date and time, specified in Section 3: Data Sheet. It shall be the sole responsibility of the bidders to ensure that their bid is received by the closing date and time. No late submissions of bids will be possible or accepted. Bidders are therefore advised to ensure that they have taken all steps to submit their bids sufficiently in advance of the above closing date and time.
20. Modification and withdrawal of bids	The bidder may withdraw its bid any time after the bid's submission and before the tender closing date of the bids, provided a written and signed notice of the withdrawal is received by WHO prior to the closing date for the submission of bids. No bid may be withdrawn in the interval between the closing date for submission of bids and the expiration of the bid validity period.
21. Bid opening	Bids will be opened by a committee formed by WHO.
EVALUATION OF BIDS	
22. Clarification of bids	WHO may, at its discretion, ask any bidder for clarification of any part of its bid. The request for clarification and the response shall be in writing. No change in price or substance of the bid shall be sought, offered or permitted during this exchange.
23. Evaluation of bids	WHO shall conduct the evaluation on the basis of the bids received according to the evaluation criteria in Section 4. Evaluation of bids shall be undertaken by WHO in the following steps: - Preliminary examination - Evaluation of eligibility and qualification criteria - Evaluation of technical bids - Evaluation of prices of bids WHO's determination of a bid's compliance will be based on the contents of the bid itself. A substantially compliant bid is one that meets or exceeds the requirements in the Schedule of Requirements and the Evaluation Criteria without material deviation, reservation, or omission. Provided that a bid is substantially compliant, WHO may waive any minor informalities, errors or omissions in the Bid that do not constitute a material deviation.
24. Due diligence	WHO reserves the right to undertake a due-diligence assessment, aimed at determining, to its satisfaction, the validity of the information provided by the bidder recommended for award, and to reject a bidder on the basis of these findings. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following: - Verification of accuracy, correctness and authenticity of information provided by the bidder. - Inquiry and reference checking with previous clients on the performance on on-going or completed contracts. - Physical inspection of the bidder's offices, branches or other places where business transpires, with notice to the bidder.
25. Samples	Where required as per Section 3: ITB Data Sheet, free, non-returnable samples shall be provided by the bid submission deadline for evaluation and testing WHO or their representative, of the item and/or the packing and packaging, prior to any award. Samples will be subject to technical review and laboratory analysis where appropriate. Samples provided to WHO are non-returnable, unless otherwise stated. Samples should be marked with the ITB number. If a bidder fails to provide samples or documents requested by WHO in a timely manner, WHO may declare the bid unsuccessful.

AWARD OF CONTRACT	
26. Award criteria	In the event of a Contract award, WHO shall award the Contract to a bidder who has been determined as eligible and qualified and whose bid has been determined to be the lowest priced, substantially compliant offer to the ITB. However, WHO reserves the right to accept or reject any bid, split the award and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for WHO's action. WHO shall not be obliged to award the contract to the lowest priced offer
27. Right to enter into negotiations	"WHO reserves the right to negotiate with one or more bidders, including on bid terms or the removal of certain items under this ITB, provided such changes do not result in any material deviations from the solicitation.
28. Right to vary requirements at time of award	WHO reserves the right at the time of award of contract to extend, reduce or otherwise revise the quantity of the goods called for under this ITB without any change in the base price or other terms and conditions offered by the selected bidder.
29. Notification of award	WHO will notify the successful bidder(s) in writing by email that its bid has been accepted. After signing the contract with successful Bidder, the unsuccessful Bidders will be sent a regret notification.
30. Publication of Contract Award	WHO publishes on its contract awards webpage the list of contracts for acquired goods and services of a value of USD 25 000 or more. This information is published with due observance of the requirements of confidentiality and security. Further procurement data about WHO can be obtained through WHO's Procurement Report or at UNGM's Annual Statistical Report on UN Procurement .
31. Performance security	This is not mandatory; however, if specified in Section 3: Data Sheet, the successful bidder must provide a performance security in the stated amount and form within the specified timeframe after receiving the contract from WHO.
32. Payment Terms	100% within 30 days after receipt of goods, or services upon receipt of invoice as well as receipt and acceptance of goods or services, or upon receipt of required shipping documentation, depending on the Incoterm used.
33. Debriefing	WHO does not routinely provide debriefings for unsuccessful bidders. However, in the case of tenders over \$300,000 or complex tenders, WHO may decide to conduct a debriefing upon a written request by an unsuccessful bidder. The request for a debriefing must be made in writing and within 30 calendar days of the bidder's receipt of notification from WHO that it was not awarded the contract. The purpose of the debriefing is to discuss the strengths and weaknesses of the bidder's submission, in order to assist the bidder in improving its future bids for WHO procurement opportunities. The content of other bids and how they compare to the bidder's submission shall not be discussed. Debriefing could be conducted in writing or by means of a meeting.
34. Bid complaint	When a supplier believes that WHO did not follow its own procurement rules the supplier may choose to raise a formal complaint. The Procurement Complaint Mechanism is only available to suppliers who: • Participated in a competitive procurement process and were not awarded a contract; AND • The value of the contract award is higher than US\$ 300,000. A formal complaint must be submitted in writing within one month of the notification of the outcome of the competitive bidding process, to the following email address: procurementcomplaint@who.int and must include the minimum information detailed on the WHO website (WHO Procurement: frequently asked questions).

Section 3: ITB Specific Information

The following specific data shall complement, supplement or amend the provisions in Section 2: Instructions to Bidders. In case there is a conflict, the provisions herein shall prevail over those in Section 2.

Instructions to Bidders Article	Specific Instructions / Requirements
Scope of ITB (Article 2)	This ITB refers to the provision of Procurement of Printer Consumables (Toner, Developer, and Image Drum) for WHO Nigeria Country and State Offices in <i>[Abuja/Nigeria]</i> as further described in Section 5: Schedule of Requirements. The Purpose of this ITB is to establish a one time contract
Clarification of ITB (Art. 5)	a) Contact details for clarification of solicitation documents: ☒ Email address afwcongbids@who.int b) Deadline for submitting requests for clarifications / questions: Date: Wednesday, 09 September 2026 Responses to requests for clarification will be communicated in writing by WHO to all bidders via same medium as stated above.
Language of bids (Art. 8)	Language of this ITB shall be in English
Bid currency (Art. 11)	Prices included in the Bid shall be preferably quoted in Naira (NGN)
Bid validity period (Art. 12)	Bids shall remain valid for acceptance by WHO for 180 days from the Deadline for Bid Submission.
Partial bids (Art. 14)	☐ Partial bids shall not be allowed. Bidders must quote prices for the total goods for the total requirement requested under Section 5: Schedule of Requirements. Evaluation will be done for the total requirement. ☒ Bidders shall be allowed to quote prices for one or more items identified in Section 5: Schedule of Requirements. Evaluation will be done per item.
Alternative bids (Art. 15).	☒ Alternative bids are not accepted.
Pre-bid conference (Art. 16)	☒ A pre-bid conference shall not be held by WHO.
Site inspection (Article 17)	☒ A site inspection shall not be held by WHO.
Instructions for bid submission Article 18	Select the allowable manner of submitting Bids: ☐ Email: afwcongbids@who.int ATTENTION: Bids which do not comply with the selected method of submission may be rejected.
Deadline for Bid Submission (Art. 19)	Bids must be submitted by [10:00hrs [Abuja, Nigeria] Time on Tuesday, September 15, 2026
Public Bid Opening (Art. 21)	☒ Public bid opening shall not be held by WHO.
Samples (Art. 26)	☒ Samples are not required by WHO for this ITB.

Section 4: Evaluation Criteria

Preliminary Examination Criteria

Criteria	Documents to establish compliance
Completeness of the bid	All documents and technical documentation requested in Section 2: Instructions to Bidders Article 9 have been provided and are complete
Bidder accepts WHO's General Terms and Conditions as specified in Section 6.	Form C - Acceptance of the WHO General Terms and Conditions

Eligibility and Qualification Criteria

Eligibility Criteria	Documents to establish compliance
Bidder is a legally registered entity	Form C: Bidder Information
Bidder is not suspended, sanction, nor otherwise identified as ineligible by any relevant organization, in accordance with Section 2 Article 4.	Form B: Self-Declaration Form
No conflicts of interest in accordance with Section 2 Article 4.	Form B Self-Declaration Form
The bidder has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the Bidder that could impair its operations in the foreseeable future	Form B Self-Declaration Form Form C: Bidder Information

Qualification Criteria	Documents to establish compliance
If bidder is not a manufacturer, it is duly authorized to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer.	Form G: Manufacturer's Authorization Form Form D Technical Bid
History of non-performing contracts: Non-performance of a contract did not occur as a result of contractor default within the last 3 years.	Form C: Bidder Information
Litigation History: No consistent history of court/arbitral award decisions against the bidder for the last 3 years.	Form C: Bidder Information
Previous Experience:	
Minimum [five] years of relevant experience manufacturing or supplying similar goods.	Form C: Bidder Information
Minimum [five] of contracts of similar value, nature and complexity implemented over the last [three] years.	Form C: Bidder Information
Financial Standing:	Copy of audited financial statements for the last three years (2023-2025)
Liquidity: the ratio Average current assets / Current liabilities over the last 2 years must be equal or greater than 1.	Form C: Bidder Information Copy of audited financial statements for the last three years.

Turnover: Bidders should have annual sales turnover of minimum NGN30,000,000 in any of the last three years.	Form C: Bidder Information Copy of audited financial statements for the last three years.
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Technical Evaluation Criteria

Criteria	Documents to establish compliance
Goods and services offered in the bid are substantially compliant and do not contain any material deviation(s) from the minimum required as included in Section 5: Schedule of Requirements.	Form D: Technical Bid Other supplementary information submitted by the bidder including catalogues, QA certifications, etc.

Section 5: Schedule of Requirements

A. Technical Specifications for Goods

Kindly refer to the attached specification

B. Delivery Requirements

Delivery date	Bidder shall deliver the goods [Within two weeks of purchase order issuance] after contract signature.
Delivery place / terms (INCOTERMS 2020)	[Abuja]
Consignee details	[WHO Abuja Office]

Section 6: Conditions of Contract and technical requirements

6.1 General Terms and Conditions

In the event of a contract award, WHO will issue a Purchase Order (PO) to the selected Bidder, which, once accepted, shall constitute a binding contract between WHO and the Bidder. The PO will be subject exclusively to the WHO General Terms and Conditions, accessible via the link provided in the PO and available on the WHO Procurement website at the following link:

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

By submitting the offer, the bidder confirms to have accessed, read, agreed and accepted the Purchase Order General Conditions as an integral part of the Purchase Order. If the bidder unable to access the Purchase Order General Conditions at the link above, please send an email to procurement@who.int, and the Purchase Order General Conditions will be sent to you by email.

The following WHO Technical Requirements for Medicines and Health Products must be followed by the selected Bidder:

<https://www.who.int/publications/m/item/who-technical-requirements-for-pharmaceuticals-in-itbs-and-rfps>

Section 7: Returnable Bidding Forms

Instructions

Bidders are required to fill and submit all mandatory forms as summarized in the table below. Whereas all other forms are supposed to be part of the total bid submission, Form A should be sent earlier to understand whether your company is submitting the offer and if not, the reasons why.

Form and name	Mandatory?	When to be submitted	Have you submitted the Form? Yes or No
Form A – Letter of Intent	Yes	Before submitting your bid	
Form B – Self Declaration Form	Yes	Together with your bid/ offer	
Form C - Bidder Information Form	Yes	Together with your bid/ offer	
Form D – Technical Bid Form	Yes	Together with your bid/ offer	
Form E – Pricing / Financial Form	Yes	Together with your bid/ offer	
Form F - Confidentiality Undertaking	Yes	Together with your bid/ offer	
Form G – Manufacturer Authorization form	Yes /No	Together with your bid/ offer if required	

Form A: Letter of Intent

Please acknowledge receipt of this ITB by completing this form and returning it by email to the address, and by the date specified, in the Letter of Invitation.

To: [Insert name of contact person](#)

Email: [Click or tap here to enter text.](#)

From: [\[Company\]](#)

Subject ITB reference ICT/2026/08/080

Check the appropriate box	Description
☐	YES, we intend to submit a bid.
☐	NO. We are unable to submit a competitive offer for the requested goods/works/services at the moment

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

Check applicable	Description
☐	The requested goods/services are not within our range of supply
☐	We are unable to submit a competitive offer for the requested products at the moment
☐	The requested products are not available at the moment
☐	We cannot meet the requested specifications
☐	We cannot offer the requested type of packing
☐	We can only offer FCA prices
☐	The information provided for bidding purposes is insufficient
☐	Your ITB is too complicated
☐	Insufficient time is allowed to prepare a bid
☐	We cannot meet the delivery requirements
☐	We cannot adhere to your terms and conditions e.g. payment terms, request for performance security, etc. Please provide details below.
☐	Sustainability criteria/requirements are too stringent (if applicable)
☐	We do not export
☐	We do not sell to the UN
☐	Your volume is too small and does not meet our order quantity
☐	Our production capacity is currently full
☐	We are closed during the holiday season
☐	We had to give priority to other clients' requests
☐	We do not sell directly but through distributors
☐	We have no after-sales service available
☐	The person handling the bids is away from the office
☐	Other (please provide reasons below):

Form B: Self-Declaration Form

COMPANY (the "Company") hereby declares to the World Health Organization (WHO) that:

- a. it is not bankrupt or being wound up, having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning the foregoing matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
- b. it is solvent and, in a position, to continue doing business for the period stipulated in the contract after contract signature, if awarded a contract by WHO.
- c. it or persons having powers of representation, decision making or control over the Company have not been convicted of an offence concerning their professional conduct by a final judgment.
- d. it or persons having powers of representation, decision making or control over the Company have not been the subject of a final judgment or of a final administrative decision for fraud, corruption, involvement in a criminal organization, money laundering, terrorist-related offences, child labour, human trafficking or any other illegal activity.
- e. it is in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the national legislation or regulations of the country in which the Company is established.
- f. it is not subject to an administrative penalty for misrepresenting any information required as a condition of participation in a procurement procedure or failing to supply such information;
- g. it has declared to WHO any circumstances that could give rise to a conflict of interest or potential conflict of interest in relation to the current procurement action.
- h. it has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept any direct or indirect benefit (financial or otherwise) arising from a procurement contract or the award thereof;
- i. It adheres to the UN Supplier Code of Conduct;
- j. it has zero tolerance for sexual misconduct (an all-inclusive term which includes sexual exploitation, sexual abuse, sexual harassment, and all forms of prohibited sexual behaviour), harassment and other types of abusive conduct and has appropriate procedures in place to prevent and respond to sexual misconduct, harassment and other types of abusive conduct

The Company understands that a false statement or failure to disclose any relevant information which may impact upon WHO's decision to award a contract may result in the disqualification of the Company from the bidding exercise and/or the withdrawal of any bid of a contract with WHO. Furthermore, in case a contract has already been awarded, WHO shall be entitled to rescind the contract with immediate effect, in addition to any other remedies which WHO may have by contract or by law.

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

Form C: Bidder Information Form

Basic Information

ITB Reference	ICT/2026/08/080
Legal name of bidder	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Company registration	Click or tap here to enter text.
Bidder's Authorized Representative information	Name and Title: Click or tap here to enter text. Telephone numbers: Click or tap here to enter text. Email: Click or tap here to enter text.
Legal structure	Choose an item.
No. of full-time employees	Click or tap here to enter number.
Years of supplying to UN organizations	Click or tap here to enter text.
Have you supplied to WHO in the past?	☐ Yes ☐ No If yes, insert brief details about WHO contracts supplied in the past...
Countries of operation	Click or tap here to enter text.
Commercial Representatives in the country: Name/Address/Phone (for international companies only)	Click or tap here to enter text.
Quality Assurance Certification (e.g. ISO 9000 or Equivalent)	Click or tap here to enter text.
Contact person WHO may contact for requests for clarifications during bid evaluation	Name and Title: Click or tap here to enter text. Telephone numbers: Click or tap here to enter text. Email: Click or tap here to enter text.
Bid validity	Bidder agrees with the Bid validity included in this ITB document ☐ Yes ☐ No
Payment terms	Bidder herewith agrees with the WHO Payment terms included in this ITB document ☐ Yes ☐ No
Acceptance of the WHO general Terms and Conditions	Bidder herewith agrees with the WHO general terms and conditions as explained in Section 6.1 above. ☐ Yes ☐ No

History of Non- Performing Contracts

Please fill the details below

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

Litigation History (including pending litigation)

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

Previous Relevant Experience

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

List only those assignments for which the bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. The bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested.

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

Financial Standing (Amend as appropriate or delete if not required)

Annual Turnover for the last 3 years	Year	Currency	Amount
	Year	Currency	Amount
	Year	Currency	Amount

Latest Credit Rating (if any), indicate the source and date.

Financial information (state currency)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio (current assets/current liabilities)			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the bidder or party to a JV, and not sister or parent companies.
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Form D: Technical Bid Form

Bidder's Technical Compliance Confirmation/ Compliance Form

We hereby confirm that our Bid for the ----- dated _____, fully complies with the Specifications stated in the technical requirements in Section 5 SCHEDULE OF REQUIREMENTS

Bidder (Company Name): _____

Authorized Representative: _____

Date: _____

Signature: _____

NOTE: Bidders are supposed to provide documentary evidence to prove that their goods satisfy the requirements stated in the Section 5- Statement of requirements. Mere signing of Form E without corresponding evidence that the proposed goods meet the specifications indicated in Section 5 will not be accepted /will be disqualified

If applicable, the Bidder must also confirm that if selected, its bid satisfies the WHO Technical Requirements for Medicines and Health Products in the link below.

<https://www.who.int/publications/m/item/who-technical-requirements-for-pharmaceuticals-in-itbs-and-rfps>

Form E: Price Schedule Form

Submit your offer using your letter-headed paper based on the attached specifications.

Form F: Confidentiality undertaking

1. The World Health Organization (WHO), acting through its Country Office of Nigeria, has access to certain information relating to Procurement of Printer Consumables (Toner, Developer, and Image Drum) for WHO Nigeria Country and State Offices which it considers to be proprietary to itself or to entities collaborating with it (*"the Information"*).
2. WHO is willing to provide the Information to the Undersigned for the purpose of allowing the Undersigned to prepare a response to the Invitation to Bid (ITB) provided that the Undersigned undertakes to treat the Information as confidential and proprietary, to use the Information only for the aforesaid Purpose and to disclose it only to persons who have a need to know for the Purpose and are bound by like obligations of confidentiality and non-use as are contained in this Undertaking.
3. The Undersigned undertakes to regard the Information as confidential and proprietary to WHO or parties collaborating with WHO, and agrees to take all reasonable measures to ensure that the Information is not used, disclosed or copied, in whole or in part, other than as provided in paragraph 2 above, except that the Undersigned shall not be bound by any such obligations if the Undersigned is clearly able to demonstrate that the Information:
 - a) was known to the Undersigned prior to any disclosure by WHO to the Undersigned (as evidenced by written records or other competent proof);
 - b) was in the public domain at the time of disclosure by or for WHO to the Undersigned.
 - c) becomes part of the public domain through no fault of the Undersigned; or
 - d) becomes available to the Undersigned from a third party not in breach of any legal obligations of confidentiality (as evidenced by written records or other competent proof).
4. The Undersigned further undertakes not to use the Information for any benefit, gain or advantage, including but not limited to trading or having others trading in securities on the Undersigned's behalf, giving trading advice or providing Information to third parties for trade in securities.
5. At WHO's request, the Undersigned shall promptly return any and all copies of the Information to WHO.
6. The obligations of the Undersigned shall be of indefinite duration and shall not cease on termination of the above mentioned ITB process.
7. Notwithstanding any specific provision herein, this Undertaking and any dispute arising therefrom or relating thereto shall be governed by general principles of law, to the exclusion of any single national system of law. Any dispute arising from or relating to the Undertaking, including its validity, interpretation, or application, shall, unless amicably settled, be subject to conciliation. In the event the dispute is not resolved by conciliation within thirty (30) days, the dispute shall be settled by arbitration. The arbitration shall be conducted in accordance with the modalities to be agreed upon by the parties or, in the absence of agreement within thirty (30) days of written communication of the intent to commence arbitration, with the rules of arbitration of the International Chamber of Commerce. The parties shall accept the arbitral award as final.
8. Nothing in this Undertaking shall constitute or be deemed to constitute a waiver of any of the privileges and immunities enjoyed by WHO under any source of law, or as a submission to the jurisdiction of any national court or tribunal.

Acknowledged and Agreed:

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

Form G: Manufacturer's Authorization Form

A letter issued by the manufacturer authorizing the applicant to participate in this ITB must be submitted with the bid in the format provided in this Form.

To be eligible for delivery of goods, the bidder must be either the manufacturer of the offered goods or a representative of the manufacturer to WHO. Should offers for a particular make and model be received from more than one appointed representative, WHO reserves the right to select only one.

To: WHO [Click or tap here to enter text.](#)

WHEREAS

We ***[insert complete name of manufacturer]***, who are official manufacturers of ***[insert type of goods manufactured]***, having factories at ***[insert full address of manufacturer's factories]***, do hereby authorize ***[insert complete name of bidder]*** to submit a bid the purpose of which is to provide the following goods, manufactured by us ***[insert name and or brief description of the goods]***, and to subsequently negotiate and sign the contract.

We hereby extend our full guarantee and warranty with respect to the goods offered by the above firm.

Signed: ***[insert signature(s) of authorized representative(s) of the manufacturer]***

Name: ***[insert complete name(s) of authorized representative(s) of the manufacturer]***

Title: ***[insert title]***

Dated on _____ day of _____, _____ ***[insert date of signing]***