



Request for Quotation Ref. No. RFQ-S-BDT-2019-083
Provision of support and management services
For the organization of a challenge on leveraging
Big Data for Non-Communicable Disease (NCD) Prevention.

INTERNATIONAL TELECOMMUNICATION UNION



Request for Quotation (RFQ) Ref. No. RFQ-S-BDT-2019-083

For

*Provision of support and management services for the organization of a
challenge on leveraging Big Data for Non-Communicable Disease (NCD)
Prevention.*

**BID CLOSING DATE: Tuesday 24th September 2019 at 15:00 hours (Geneva
Time)**

Geneva, 18th September 2019



Section 1. Mandatory Information and Documents to include in the Quotation

To be taken into consideration the Quotation shall be drawn up in English/French and shall include the following mandatory information and documents:

- 1) Detailed technical specifications of the Goods/Services quoted by the Bidder and confirmation that these are in compliance with the Terms of Reference (**Annex 1**);
- 2) A duly completed Company Information Form (**Annex 2**) including your UNGM Registration Number (mandatory);
- 3) The proposed firm fixed total price and detailed breakdown of prices for the provision of all Goods/Services described in **Annex 1** ("Terms of Reference"), which shall be quoted in Swiss Francs (CHF) only and be exclusive of all taxes, including Value Added Tax (VAT). All prices shall:
 - be indicated in a precise and unequivocal manner;
 - indicate any eventual discount, if applicable;
 - include any administrative charges and overheads, including but not limited to fees, travel and accommodation expenses, if and as applicable.

Items for which no price is specified by the Bidder in its Quotation will not be paid by ITU when executed and shall be deemed covered by the quoted prices.

UNGM registration and access to the Request For Quotation (RFQ)

The present Request for Quotation is issued by means the United Nations Global Marketplace (UNGM). To access the Request for Proposal Document, address any correspondence to ITU, consult any updates, Bidders must be registered in UNGM (at least at the Basic registration level) following the Vendor Registration Process at the following link:

<https://www.ungm.org/Account/Account/Login?ReturnUrl=%2fVendor%2fRegistration>

Bidders may contact UNGM technical support (registry@ungm.org) for assistance during the registration process. It is highly recommended to insert at least the following UNSPSC codes: **41111979, 41115800, 42172104, 43200000, 43201500, 43230000, 43231509, 43232107, 43232300, 45111807, 60105600, 81110000, 81111504, 81111507, 81111511, 81111810, 81111811, 81112106, 81141902, 81161501, 85110000, 85111500, 85111514, 85111600, 85111602, 85111604, 85151600, 85210000, 85260000, 93131700 and 93131704.**

Once registered and logged-in on UNGM, select "Tender Notices" on the left menu, click on "Show More Criteria" and insert "ITU" in the "UN Organization" field. A list of ITU's recent solicitations will appear.

Solicitation Document amendments and other notices

ITU reserves the right to amend the Request for Quotation prior to the Bid Closing Date. Accordingly, Bidders shall check periodically if any amendments or communications have been posted.



Section 2. Submission of Quotations

2.1 BID CLOSING DATE: Quotations shall also be submitted as **one single PDF** file by the deadline of **Tuesday, 24th September 2019 at 15:00 hours (Geneva Time)** to the following e-mail addresses:

E-Mail: guillaume.dadey@itu.int

With cc. to: PROC@itu.int

E-mail Subject: (RFQ reference no.RFQ-S-BDT-2019-083- Big Data for Non-Communicable Disease (NCD) Prevention -Quotation)

- 2.2** The Bidder is solely responsible for ensuring timely submission of its Quotation. Any Quotation received after the Closing Date and Time will not be considered.
- 2.3** Bidders shall be aware that any Quotation submitted without proper indication of the **e-mail subject** as specified in **Section 2.1** may not be considered.
- 2.4** Any Quotation which does not meet the conditions described under the present document, is incomplete or fails to meet the technical requirements detailed in **Annex 1** shall be rejected by ITU.
- 2.5** ITU reserves fully the right to reject all or part of the Quotation received in good and due form, without being bound in any way to communicate its reasons to the Bidders, who shall have no right of recourse against the final decision of ITU.

Section 3. Evaluation Criteria and Award

- 3.1** All Quotations received by the Closing Date and submitted in the manner prescribed under the present document shall be evaluated in an exhaustive and impartial manner by ITU.
- 3.2** The Purchase Order will be awarded to the *technically compliant and lowest priced Quotation.*
- 3.3** Bidders shall be aware that, in order to be eligible for purchase order award, Bidder shall register on the United National Global Marketplace ("UNGM") at least at the Basic Level (www.ungm.org) before the Bid Closing Date. For any further information regarding your registration in UNGM, do not hesitate to contact registry@ungm.org.

Section 4. RFQ Terms and Conditions

- 4.1** ITU will make no payment whatsoever to any Bidder for the preparation and submission of its Quotation and for any costs incurred in that respect.
- 4.2** Quotations shall remain valid for at least a period of **30 days**.
- 4.3** Any information provided by ITU in relation to this RFQ shall be kept strictly confidential by the Bidder and shall not be revealed to any third party without prior express written permission of ITU. ITU will treat as confidential the content of the Quotation.
- 4.4** Any purchase order resulting from this RFQ shall contain the ITU General Terms and Conditions (**Annex 3**). By submitting a Quote, the Bidders accept the ITU General Terms and Conditions (**Annex 3**). ITU reserves fully the right to split an award between Bidders in any combination as it may deem appropriate.



4.5 ITU requires that all Bidders observe the highest standard of ethics during this competitive process and during the execution of the work. Prospective Bidders shall be aware that ITU enforces a zero-tolerance policy concerning proscribed practices, including corruption, fraud, coercion, collusion, unethical behaviour and obstruction. ITU adheres to the **UN Supplier Code of Conduct** which may be consulted at <http://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>. Prospective Bidders hereby understand and accept that any submission sent to ITU constitutes agreement to abide by, observe and fully cooperate with the application of subject Code of Conduct. Accordingly, any company that is found to have undertaken unethical, unprofessional or fraudulent activities will be suspended or forbidden from continuing business relations with ITU. Bidders shall not offer gifts or hospitality to ITU staff members. Recreational trips to sporting or cultural events, transportation or invitations to lunches or dinners are also prohibited.

ITU supports the **UN Global Compact Initiative** (<http://www.unglobalcompact.org/index.html>), a strategic policy initiative for businesses that are committed to aligning their operations and strategies with ten universally accepted principles in the areas of human rights, labour, environment and anti-corruption. ITU encourages all Bidders to sign up with the UN Global Compact Initiative.



ANNEX 1 –Technical Specifications

Leveraging Big Data for Non-Communicable Disease (NCD) Prevention

Background

The way society delivers healthcare is changing and will continue to change over the next two decades. The costs of healthcare globally are increasing due to the expenses associated with some treatments and technologies, and providing for the needs of an ageing population. As a result, focus is shifting to taking measures to prevent disease as opposed to curing it. Preventative treatments are based on a greater understanding of what leads to poor health and the link between education, lifestyle and health outcomes. Technological advances ranging from remote diagnosis, sensors and wearables, data analytics to the quantified self are allowing individuals to take on more responsibility for their health.

Non-Communicable Diseases (NCDs), also known as chronic diseases, tend to be of long duration and are the result of a combination of genetic, physiological, environmental and behavioral factors. The main types of NCDs are cardiovascular diseases (like heart attacks and stroke), cancers, chronic respiratory diseases (such as chronic obstructive pulmonary disease and asthma) and diabetes. NCDs disproportionately affect people in low- and middle-income countries where more than three quarters of global NCD deaths – 32million – occur¹.

The 2030 Agenda, adopted at the United Nations Sustainable Development Summit in September 2015, positioned Science, Technology and Innovation as key means of implementation for the Sustainable Development Goals (SDGs). The adoption of new technologies is imperative for achieving Sustainable Development Goal 3 on health and wellbeing, specifically the targets on the prevention and control of NCDs. Addressing NCDs will also help the education sector provide children and youth with a nurturing environment for the full realization of their rights and capabilities, and high quality education for all, in line with SDG 4.

Against this backdrop, ITU and UNESCO in collaboration with WHO Egypt and potentially other partners, are organizing a Challenge on Big Data for Non-Communicable Diseases on the occasion of World Diabetes Day on the 14th of November 2019.

Objective of the Challenge

The main objective of the Challenge is to provide a platform for innovators to demonstrate solutions addressing pre-defined problem statements relevant to utilizing Big Data to address Non-Communicable Diseases. Specifically the Challenge will aim to

¹ <https://www.who.int/news-room/fact-sheets/detail/noncommunicable-diseases>



1. Raise awareness among tech/health workforce on the applications of technology for NCDs
2. Encourage buy-in from different stakeholders to take applicable ideas forward
3. Empower youth/ communities to generate ideas to tackle the NCDs epidemic
4. Contribute to wider stakeholder awareness of NCDs and the role that digital solutions can play in addressing them
5. Stimulate awareness and interest around careers and entrepreneurship opportunities linked to digital and knowledge economies.

The facilitator will need to identify the right partners to provide adequate datasets with Application Programme Interfaces (APIs) for big data analytical tools (Anonymized, typical number of datapoints (e.g. 10,000+), no aggregated data, almost raw, but additional datasets for context, data agreement with providers if needed) around the issue at hand including, but not necessarily limited to the following areas:

1. Socioeconomic Factors
2. Literacy including digital literacy
3. Demographic Data / Census
4. Nutrition Data
5. Smoking
6. Exercise
7. City Planning Data
8. Clinical Data
9. Insurance Claims Data

Moreover, the facilitator will provide technical support as needed leading up to the Challenge (Challenge will take place on the 3rd and 4th of November 2019 with the Prize ceremony planned for the 14th of November 2019). Additional support on the ground during the Challenge, for mentorship and coaching of the teams in view of their presentation to the jury panel, will be required of the Challenge organizers.

The topic for the challenge is “Leveraging Big Data for Non-Communicable Disease Prevention”.



Challenge modus operandi

The challenge will be open to innovators based in the Arab region. Teams will be invited to register for the Challenge in October 2019 and will have to make a proposal as part of their registration on how they will meet the requirements for the topic of the challenge. Registration for the Challenge will close on 9th of October 2019. The facilitator will organize at least one information session to attract potential applicants and answer any questions.

A shortlist of teams will be made after registration based on their proposals (i.e. proposals that do not meet the challenge requirements will not be retained).

17-20 teams will be shortlisted by 16 October 2019. The teams shortlisted will then work towards developing their prototypes. Teams would comprise 2-5 individuals (at least one female participant per team is a requirement). Roughly 85 participants are expected.

After the teams are registered, they can immediately start to design and develop their prototypes up until the first day of the challenge as mentioned below. No mentorship will be provided during this period, however teams are expected to concert and debut their work. However, training on using the datasets and APIs for data analytical tools may be provided.

On the first day of the Challenge (3rd of November 2019), the teams will meet early in the morning for a welcoming session, and will begin the process of finalizing their prototypes at 09:00 AM. The welcoming session will be led by the facilitator and will serve to explain the programme, rules, and logistics to the participants, answer any questions, and establish a friendly atmosphere amongst the participants. The Challenge is expected to run overnight, until the afternoon of Monday 4th of November 2019. Teams are also advised to make use of this one-and-a-half day period to finalize their presentations describing the concepts underlying their prototype and its functionality. Mentors will be on-site to provide any necessary technical assistance that may be required. Mentors will also coach the teams to help them prepare their pitch and demo for the Jury. At 02:00 PM on the second day of the Challenge (3rd of November 2019), teams will make their presentations to a jury responsible for deciding the Challenge's winners. Winners will be announced shortly after all teams have presented. Only the first three teams will be awarded a prize. Winning teams will be judged according to the originality of their application of Big Data for NCDs, its feasibility, level of development and variety of datasets used.

Terms of Reference for potential Challenge facilitators

The facilitator would be required to offer the project support and management services required to facilitate and run the Challenge.

The Challenge will be announced by ITU and UNESCO in the and the shortlist of teams must be completed by the 16th of October 2019 in order to give the teams at least 2 weeks before the Challenge to develop their application ideas.

In particular, the following services and deliverables are required:

- Outreach



- Lead outreach to the relevant health and Information and Communication Technologies (ICT) sector stakeholders and related developer forums in Egypt and the Arab Region to promote the participation of multi-skilled teams in the challenge.
- Identify and propose members for the jury panel and mentors for the challenge
- Identify suitable partners to provide data sets and APIs (Anonymized, typical number of datapoints (e.g. 10,000+), no aggregated data, almost raw, but additional datasets for context, data agreement with providers if needed) for the challenge
- Organize at least one on-ground info session to gather potential participants explain the challenge respond to any questions
- Challenge web portal
 - Develop the web portal for the launching of the Challenge in before the end of the 10th of October 2019.
 - The web portal should contain all information relevant to the challenge, including terms and conditions of participation, participation criteria, timeline and selection, evaluation process, online registration, mentorship and coaching provided onsite, and information about datasets and APIs to be used in the challenge.
- Challenge operation
 - Assist ITU in reviewing terms and conditions of participation, participation criteria, evaluation process and use of datasets conditions (to be made available on the webpage described above);
 - Assist in finding sponsors for the prize money of the challenge which would be prospectively 5000 USD for 1st place, 3000 USD for 2nd place, and 2000 USD for 3rd place. In addition to the above, sponsors may provide in kind prizes as well.
 - Responsible for establishing the shortlist of challenge teams and working with ITU, UNESCO, WHO and other partners involved to review and finalize this shortlist.
 - Ensure that each team has at least one data analyst and one software developer. Complementary skills, such as design and marketing, would be considered an advantage.
 - Select the mentors subject to the approval of ITU.
 - Develop the challenge webpage indicating necessary datasets for the teams to develop their application ideas.
 - Provide on-site mentoring to the teams during the challenge (2-3 November 2019, possibly overnight)
 - Provide on-site coaching to the teams for preparation of their presentation to the jury panel on the 4th of November 2019.
 - Organize and lead the welcoming session for participants (early morning of 3rd of November 2019).
 - Assist ITU in establishing the jury panel for the evaluation of the challenge projects and in the evaluation of the projects;
 - Facilitate the technical set-up and oversee the logistics in the room to host the challenge; including but not necessarily limited to an adequate number of sleeping



bags/pillows OR beanbags for challenge participants wishing to take a rest during the overnight challenge.

- Facilitate media coverage, including taking photos, videos and social media, of the event and documentation of the challenge
- Coordinate with all stakeholders (i.e. ITU, UNESCO, WHO, and others) as required;
- Organize a prize ceremony for the Challenge on the 14th of November 2019 in collaboration with the ITU, UNESCO, WHO and other partners.
- Prepare a report on the outcomes of the challenge, including the evaluation of the application ideas submitted and feedback received from participants to be provided within one month after the Challenge ends on the 15th of November 2019.

The duration of the work will span from 1 October – 15 November 2019. During this period, the challenge facilitator will be required to provide ITU with weekly updates on the progress achieved in the pursuit of the above-mentioned objectives.

Potential challenge facilitators would be required to propose a work plan for the above-mentioned activities, including relevant milestones, as well as confirmation that they possess the skills required to carry out these activities.

Potential challenge facilitators MUST provide ITU with the following information in their technical proposal:

- Description of your organization, including history and scale of previous challenges facilitated by your organization. Provide three client references of previous challenges organized by your company.
- Demonstrated experience in organizing challenges in the area of big data would be considered an advantage. Provide links to web portal that has been developed by your organization for similar type of challenges.
- Details of the staff who would be working on this project and their respective roles in the project.
- Describe in detail the services that will be provided by the organization for running the Challenge.
- Project timeline and resources, including a description of foreseen activities and partners (e.g. datasets providers) involved throughout the various stages of the project.
- Proposed key performance indicators (KPIs) for the success of the Challenge and how these would be measured.



ANNEX 3 - ITU General Terms and Conditions

1. OFFER AND ACCEPTANCE: This purchase order (hereinafter "Purchase Order") is an offer by the International Telecommunication Union (hereinafter "ITU") to purchase from the Supplier (hereinafter "Supplier") the goods and/or services specified upon the Terms and Conditions mentioned herein. The Supplier accepts this Purchase Order signing and returning it or by the timely delivery of the goods and/or services specified. Any contractual terms and conditions of the Supplier, whether included in the offer, invoice or any other document, are hereby excluded.

2. INVOICES: The Supplier shall submit to ITU, Financial Resources Management Department, Place des Nations, CH-1211 Geneva 20, Switzerland, finvoices@itu.int a detailed invoice containing at least the following information: Purchase Order reference number, description of goods and/or services, price (excluding any duties and taxes), date or period of delivery and complete bank data. Unless authorized by ITU, a separate invoice must be submitted for each Purchase Order. Payment of invoice by ITU shall not constitute acceptance of the goods and/or services provided by the Supplier. Unless otherwise specifically mentioned in this Purchase Order, payment of invoices by ITU shall be executed after delivery or performance, and within 30 days of the invoice. In cases where goods and/or services are to be delivered to ITU's beneficiary, payment of invoices by ITU will be made subject to ITU's receipt of written confirmation of delivery or performance from the beneficiary (see Article 3 below).

3. DELIVERY: All goods and/or services delivered and/or performed are subject to inspection by ITU or the beneficiary at their final destination. ITU reserves the right to refuse acceptance of any goods and/or services which are not delivered and/or performed in accordance with the Terms and Conditions stipulated in this Purchase Order. In the event of sales of goods, no partial shipment shall be accepted by ITU unless previously agreed to by ITU in writing. Risk of loss or damage to the goods shall be borne solely by the Supplier until physical delivery of the goods has been completed as stipulated in this Purchase Order.

4. SHIPPING INSTRUCTIONS: The Supplier shall ship in accordance with the instructions appearing in this Purchase Order, in accordance with the generally accepted commercial standards of packaging for the type of goods specified herein. The original transport documents (e.g. Bill of Lading, Air Waybill, postal-certificate, etc.) are to be sent by airmail to the consignees named on the order form, together with a detailed list of the contents of each case or package. Duplicates of these documents with a reference to the Purchase Order are to be sent to ITU, Procurement Division, Place des Nations, CH-1211 Geneva 20, Switzerland, immediately and without waiting for the preparation of invoices.

5. LIABILITY: The Supplier shall be solely responsible for any damages and losses that it may cause in connection with this Purchase Order. The Supplier shall indemnify and hold harmless ITU in respect of any claims, demands, actions or losses caused to third parties arising out of acts or omissions of the Supplier in connection with this Purchase Order.

6. WARRANTY: The Supplier warrants that all goods and/or services delivered or performed are free from defects in workmanship or material and comply with the Terms and Conditions specified in this Purchase Order. All such warranties shall remain effective for a period of at least two years or as otherwise defined in this Purchase Order. During the warranty period, upon written notification to the Supplier by ITU, the Supplier shall, promptly and at its own expense correct all defects and non-compliance. If the defects and non-compliance cannot be corrected, the Supplier shall, at the choice of

ITU, either replace the goods or reimburse ITU. The Supplier warrants that the use of goods and/or services delivered or performed under this Purchase Order do not infringe any patents, copyrights, trade-names or trade-marks

7. DEFAULT AND TERMINATION: Should the Supplier default in the performance of any of its obligations as mentioned in this Purchase Order, ITU shall have the right to terminate such Purchase Order and procure the goods and/or services from any third party, without prejudice to any other rights to which ITU may be entitled. Such termination shall not give rise to any claim against ITU for compensation for any damages, expenses, costs or losses incurred.

8. NOTICES: Service of any notice shall be deemed sufficient if sent by registered post to the Parties' address appearing on the first page of this Purchase Order.

9. ASSIGNMENT: The Supplier shall not assign, transfer or pledge or make any other disposition of any of its rights or obligations under this Purchase Order, or any part or parts thereof, without the prior written approval of ITU. This Purchase Order shall be binding upon the Supplier and ITU, their successors and assigns.

10. BANKRUPTCY: Should the Supplier be adjudged bankrupt, or should it make a general assignment for the benefit of its creditors, or should a receiver be appointed on account of the Supplier's insolvency, ITU may terminate this Purchase Order by giving the Supplier written notice of such termination. Such termination shall not give rise to any claim against ITU for compensation for any damages or losses incurred. The Supplier shall immediately inform ITU in writing of the occurrence of any of the above events.

11. AMENDMENTS: No amendment to this Purchase Order shall be legally effective and binding unless agreed to in writing and signed by and between the Supplier and ITU. Any such agreement shall be annexed hereto and shall form an integral part of this Purchase Order. This Purchase Order and its Annexes represent the entire agreement between the Parties and supersedes all prior proposals or agreements, written or oral, between the Parties.

12. ADVERTISING: The Supplier shall not advertise or otherwise make public the fact that it is furnishing goods or services to ITU nor shall the Supplier use the name, emblem, acronym or logo of ITU, without ITU's prior written approval.

13. ARBITRATION: Any dispute between the Supplier and ITU arising from, or in connection with this Purchase Order shall be settled directly and amicably by them through mutual negotiations. In case of failure of such negotiations, the dispute shall be settled under the Rules of Arbitration of the International Chamber of Commerce by one arbitrator. The place of arbitration shall be Geneva, Switzerland. The language of arbitration shall be English. The applicable material law shall be Swiss law. The arbitrator's ruling shall be binding and final upon the Parties and any recourse against the arbitrator's ruling shall be excluded.

14. TAX: Article 8 of the Agreement between the Swiss Federal Council and ITU concerning ITU's legal status in Switzerland and Section 9 of the 1947 Convention on the Privileges and Immunities of the Specialized Agencies of the United Nations exempt ITU from all direct taxes, except charges for public utility services, as well as customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize ITU's exemption from such taxes, duties or charges, the Supplier shall immediately consult with ITU to determine a mutually acceptable procedure. Accordingly, the Supplier authorizes ITU to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with ITU before the



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payment thereof and ITU has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide ITU with written evidence that payment of such taxes, duties or charges has been made and authorized. In addition, Value Added Tax (VAT) is not included in any price, calculation or estimation covered by this Purchase Order to the extent that ITU is exempt under Article 107

of the Federal Law of 12 June 2009 governing VAT, and Articles 143 and following of the Federal Ordinance of 27 November 2009 on VAT Law. The amount of VAT is deducted at source by the Supplier. **15. PRIVILEGES, IMMUNITIES, and FACILITIES:** Nothing in this Purchase Order shall constitute a waiver of the privileges, immunities and facilities which the ITU enjoys by virtue of the international agreements and national laws applicable to it.