

Annex 5: TECHNICAL AND REPORTING SOPs OBSERVED BY THE LABORATORY

The Bidder is required to list all relevant Standard Operating Procedures that laboratory uses for the types of DNA processing requested in this RfT. The list should be included with the Bidder's offer as separate attachments and will form an integral part of the contract agreement with the successful bidder.

1. General
2. Sampling
3. Extraction
4. Quantification
5. Amplification
6. CE Analysis
7. Robotics
8. Reporting and Review
9. Software
10. (add all relevant)

Section 6: Bidding Forms / Checklist

This form works as a checklist for your Bid preparation. Please fill out the Returnable Bidding Forms and return them with your Bid submission, following the directions on the forms. No changes to the format of the forms will be allowed, and no substitutions will be accepted.

Please check that your Bid complies with the Bid Submission requirements before submitting it.

Technical Bid:

Have you duly completed all the Returnable Bidding Forms?	Check:
Form A: Bid Submission Form	
Form B: Bidder Information Form	
Form C: Eligibility and Qualification Form	
Form D: Format of Technical Bid	
[Add other forms as necessary]	
Have you provided the required documents to establish compliance with the evaluation criteria?	

Bill of Quantities/Price Schedule Form:

Form E: Price Schedule Form	
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FORM A: BID SUBMISSION FORM

Name of Bidder:		Date:	
ITB reference:			
Project:	Support to the International Committee of the Red Cross in DNA Identification of Missing Persons and other DNA supported Identifications of Humanitarian Nature.		
Scope of the works:	Forensic DNA analysis of human biological samples		

We, the undersigned, offer to provide services required for Forensic Genetic Laboratory Services for the International Committee of the Red Cross in accordance with your Invitation to RfT GVA21/0127 and our Bid. We hereby submit our Bid, which includes this Technical Bid and Price Schedule.

We hereby declare that our firm, its affiliates or subsidiaries or employees:

- is not under procurement prohibition by any International Organization;
- have not been suspended or disqualified by any international Organization;
- have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the ICRC.

We declare that all the information and statements made in this Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification by the ICRC. We offer to provide services in conformity with the Bidding documents, including the *ICRC General Terms and Conditions for Services Agreements* and in accordance with the General Requirements and Technical Specifications.

Our Bid shall be valid and remain binding upon us for the period specified in the Bid Data Sheet. We understand and recognize that you are not bound to accept any Bid you receive.

I, the undersigned, certify that I am duly authorized by **[Insert Name of Bidder]** to sign this Bid and bind it should the ICRC accept this Bid.

Name: _____

Title: _____

Date (DD/MM/YYYY): _____

Signature: _____

[Stamp with official stamp of the Bidder]

FORM B: BIDDER INFORMATION FORM

Legal name of Bidder:	
Legal address:	
Year of registration:	
Bidder's Authorized Representative Information:	Name and Title: Telephone numbers: Email:
Countries of operation:	
Number of full-time qualified and competent employees in the DNA laboratory (technical and reporting personnel).	
ISO/IEC 17025 - Testing and Calibration Laboratories <i>(If yes and not already provided, provide a Copy of the valid Certificate):</i>	
Does your Company/DNA laboratory hold any other relevant accreditation? <i>(If yes, provide a Copy of the valid Certificate):</i>	
Contact person that the ICRC may contact for requests for clarifications during Bid evaluation:	Name and Title: Telephone numbers: Email:
Please attach the following documents to Form B:	General Information with official registration documents of the Bidder from the company's registrar, such as the legal status, place & registration of the office, shareholders and board of directors.

FORM C: ELIGIBILITY AND QUALIFICATION FORM

Name of Bidder:		Date:	
RfT reference:			

History of Non-performing Contracts

Non-performing contracts did not occur during the last 3 years (2019, 2020, 2021)			
Contract(s) not performed in the last 3 years (2019, 2020, 2021)			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value in EURO)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Lawsuit History (including pending litigation)

No lawsuit history for the last 5 years (2017, 2018, 2019, 2020, 2021)		
Lawsuit History as indicated below		
Year of dispute	Contract Identification	Total Contract Amount (current value in Euro)
	Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

The bidders should briefly elaborate their previous relevant experience within their submission:

Minimum 10 years of experience in processing bone remains for human identification purposes.
Experience with DNA processing old skeletal remains (e.g. more than 15 years old) with obtaining good results.
Minimum of 2000 DNA analysis of post-mortem samples for the last 5 years (DNA Laboratory must possess capabilities for processing a large number of bone/teeth samples).
The Bidder should demonstrate that they have various validated different techniques for DNA extraction / amplifications to apply for difficult samples.
Elaborate experience and provide number of forensic DNA analysis of reference samples processed in the last 5 years (Blood on FTA and Buccal cells on FTA/Filter Paper) for the last 5 years (DNA Laboratory must possess capabilities for processing a large number of reference samples).
Experience with mtDNA analysis of bone/teeth samples and reference samples (Blood on FTA and Buccal cells on FTA/Filter Paper). Provide number of the successfully processed samples in the last 5 years.
Experience with using MPS technology for forensic DNA analysis of bone/teeth samples and reference samples (Blood on FTA and Buccal cells on FTA/Filter Paper). Provide number of the successfully processed samples in the last 3 years.
Experience with statistical kinship analysis for cases tested with MPS technology.
Past working experience with international organizations (provide a list of international organizations the laboratory collaborated with):

FORM D: TECHNICAL BID (TECHNICAL CAPACITY)

Name of Bidder:		Date:	
RfT reference:			

The Bid should be prepared to reflect the Technical Bid's format. When a Bidder is given criteria or is asked to use a specific technique, the Bidder must not only state the criterion, but also explain how it intends to meet it. Failure to submit a descriptive response when one is required will be considered non-responsive.

PART 1: Bidder’s qualification, capacity and expertise

This section should fully explain the Bidder’s resources in terms of personnel and facilities necessary for the performance of required services.

1.1. Brief Description of Bidder as an Entity: Give a brief description of the Bidder's organization, its legal mandates/authorized business operations, the year and place of incorporation, etc.

1.2. Track Record and Experiences:

- a) Report experience with DNA analysis of samples related to both Missing Persons Identifications and “mass disaster” identifications.
- b) A track record of success in performing forensic DNA analysis of bone/teeth samples, particularly old/degraded bone/teeth samples.
- c) State the year in which the laboratory started to process bone remains for human identification purposes.
- d) Report the number of skeletal remains (separately for old (e.g. more than 15 years old) and fresh samples) and reference sample (Blood on FTA and Buccal cells on FTA/Filter Paper) cases processed to achieve identification for nuclear DNA (autosomal STR and Y-STR) and mitochondrial analyses, as well as cases tested with MPS technology.
- e) Briefly explain which protocol you use for the DNA extraction from bone/teeth samples and if optimized extraction protocols for particularly challenging samples are available.
- f) Report laboratory’s capabilities (human resources, materials, time and space availability); State the laboratory capacity per month and per year to process 1. bone/tooth samples and 2. BRS (Blood on FTA and Buccal cells on FTA/Filter Paper).

- g) External Proficiency Testing: List all proficiency tests, from either internationally recognized national or international scientific societies, such as ENFSI -DNAWG (in the case of European laboratories), ISFG ESWG, GEDNAP, that the laboratory regularly takes.
- h) State if you accept that the ICRC visit the DNA laboratory to carry out inspections of the Bidder’s laboratories, SOPs and other laboratory documentation relevant for the DNA profiling of biological samples, during regular business hours. State if accept State if accept to perform test analysis on small number of post-mortem (bone or teeth) samples (e.g. 3 samples) provided by the ICRC before signing the Frame Agreement. The results will be used to evaluate quality of offered services.

1.3. The Technical and Reporting SOPs

Provide a full list of the technical and reporting SOPs undertaken by the laboratory (Annex 5):

- General
- Sampling
- Extraction
- Quantification
- Amplification
- CE Analysis
- Robotics
- Reporting and Review
- Software

(add any relevant)

1.4. Current Contracts

Bidders shall provide information on the current contracts that it has at the time of the bid submission.

Title of contract/works	Contracting Authority	Contract Duration

Name:

Signature:

PART 2: Management Structure and Key Personnel

Management Structure: Include an organization chart for the management of the contract, if awarded.

Qualifications of Point of Contact and Other Key Personnel. Provide the CVs of Point of Contact to be assigned for the Contract and at least two key personnel (e.g. Technical Manager, key laboratory personnel) that will support the implementation of this project. CVs should demonstrate qualifications in area of expertise relevant to the Contract. Please use the format below:

Please note that non-compliance with requirements for the key personnel may cause reason for rejection of the tender.

Qualification of the Point of Contact to be assigned by the Bidder to directly coordinate with the ICRC:

- Minimum 5 years of experience in coordination and management of DNA Laboratory operations and interaction with necessary other disciplines involved in the final identification process.
- Excellent knowledge of English.

Qualification of all other key personnel to be assigned to the contract:

- Minimum 5 years of experience forensic DNA analysis.
- Active participation in publishing / presenting scientific papers and attendance to international related events.

FORMAT FOR CV OF PROPOSED KEY PERSONNEL

Name of Personnel	
Position for this assignment	
Nationality	
Language proficiency	
Education/ Qualifications	
Professional certifications	
Employment Record/ Experience	

I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

Signature: _____

Date (DD/MM/YYYY): _____

FORM E: PRICE OF SERVICES and REQUIRED PROCESSING TIME FORM

Name of Bidder:		Date:	
RfT reference:			

The Bidder is required to fill the Price of Services Form (Bill of Quantities) with the provided format attached as Form E. The completed Price of Services Form must be attached to this form.

Bidder could provide the prices for a full range of DNA testing offered by their laboratory, by adding information on kits not listed in the table.

Provided prices include all expenses of DNA profiling and related Reports and Expert Opinions **without VAT**. The price for MPS testing includes the price of statistical kinship analysis.

Description	Number of samples	PRICE (EUR)												
		PowerPlex Fusion 6C	PowerPlex Fusion	GlobalFiler™	PowerPlex 21	AmpFLSTR Identifier	MiniFiler	NGM	ESX17 or ESI17	PowerPlex Y 23 System	AmpFLSTR™ Y-filer Plus	MtDNA sequencing	MPS (add details)	Add any other kit
DNA extraction and 1 amplification for reference samples*1	1-20													
	21-50													
	51+													
	If unique price													
One additional amplification of DNA extracts from reference samples*2	1													
DNA extraction and 2 amplifications with the same kit for bone/teeth samples	1-20													
	21-50													
	51+													
	If unique price													

DNA extraction and one (1) amplification for bone/teeth samples	1																		
Two (2) additional amplification of available DNA extracts from bone/teeth samples	1																		
One (1) additional amplification of available DNA extracts from bone/teeth samples	1																		
DNA extraction from bone/teeth samples	1																		

*1 reference sample (Blood on FTA and Buccal cells on FTA/Filter Paper)

*2 when direct amplification was not used

The Bidder is required to provide information on the time required for sample processing with the provided format attached as Form E.

Description	Number of samples	Time (weeks) required for sample processing and Reporting
DNA extraction and 1 amplification for reference samples	1-20	
	21-50	
	51+	
DNA extraction and 2 amplifications with the same kit for bone/teeth samples	1-20	
	21-50	
	51+	
Additional one or two amplifications of DNA extracts (PM/Reference)	1-20	
	21-50	
	51+	
mtDNA analysis for reference samples	1-2	
	3-10	
	11+	
mtDNA analysis for bone/teeth samples	1-2	
	3-10	
	11+	
MPS testing for reference samples	1	
MPS testing for bone/teeth samples	1	

Name of Bidder: _____

Authorized signature: _____

Name of authorized signatory: _____

Functional Title: _____