World Vegetable Center

World Vegetable Center (WorldVeg)
Terms of Reference (TOR) — Non-Consulting Services

1. ASSIGNMENT SUMMARY

Assignment Title: Framework Contracts for Sequencing and Related Laboratory Services

Procurement Category: Non-Consulting Services-Firms

Division / Requesting Office: Various Research Units at Headquarters

Assignment Station: Service provider's laboratory and other locations required for sample collection, shipment, processing, or delivery, as applicable

Contract Managers: Designated by the relevant research unit for each assignment

Expected Contract Duration: Up to five (5) years from the date of the last contract signature

Type of Contract: ■ Framework Contract—Unit-price-based

2. BACKGROUND

The World Vegetable Center (WorldVeg) conducts research and development activities to improve vegetable production systems and strengthen global food and nutrition security. As part of its research programmes, various research units at Headquarters regularly require sequencing and related laboratory services to support activities in plant breeding, genetics, genomics, molecular biology, plant pathology, microbiology, and other scientific disciplines.

The required services include, but are not limited to, DNA sequencing, RNA sequencing, Sanger sequencing, amplicon sequencing, metagenomic sequencing, genotyping, and plant pathogen diagnostics. The scope, volume, and timing of these services vary depending on project requirements, research priorities, and funding availability.

To improve procurement efficiency, ensure timely access to qualified service providers, and establish transparent and competitive pricing for commonly required laboratory services, WorldVeg intends to establish Framework Contracts with multiple qualified service providers. The detailed scope of services covered by the Framework Contracts is provided in the **Service Catalogue and Pricing Schedule**, which forms part of the bidding documents.

3. OBJECTIVES OF THE ASSIGNMENT

To establish Framework Contracts with multiple qualified service providers for the provision of sequencing and related laboratory services, enabling WorldVeg to procure such services efficiently, competitively, and on an as-needed basis during the contract period.

Specific Objectives:

- To establish a pool of qualified service providers capable of delivering high-quality sequencing and related laboratory services.
- To ensure timely access to a broad range of sequencing and related laboratory services required by WorldVeg's research programmes.
- To promote consistency, quality, and efficiency in the procurement of sequencing and related laboratory services.
- To support WorldVeg's research activities through reliable, high-quality, and timely laboratory services.

4. SCOPE OF SERVICES

The scope of services includes, but is not limited to, the following:

4.1 Provision of Services

The selected service providers shall provide the service items awarded under their Framework Contracts on an as-needed basis, subject to WorldVeg's written authorization**.**

For each requirement, WorldVeg will request quotations from the relevant framework contractors for the awarded service item. Quotations shall apply the current agreed framework unit prices and separately priced charges. WorldVeg will compare the total cost, technical suitability, and delivery time before issuing a Call-off Order. No work shall commence before the Call-off Order is issued.

4.2 Sample Management:

The service provider shall check samples against the agreed sample acceptance requirements and promptly notify WorldVeg of any deficiencies before processing. Written instructions shall be obtained from WorldVeg before proceeding with unsuitable samples or undertaking work that incurs additional charges.

Samples shall be handled, stored, processed, returned, or disposed of in accordance with applicable laboratory standards and WorldVeg's instructions. Sample retention periods and arrangements for return or disposal shall be agreed with WorldVeg before processing.

4.3 Laboratory Analysis

The service provider shall perform the requested laboratory analyses using appropriate equipment, validated methodologies, and qualified personnel to ensure accurate, reliable, and reproducible results.

4.4 Quality Assurance

The service provider shall implement appropriate quality assurance and quality control measures throughout the analytical process and promptly notify WorldVeg of any issues affecting the quality or delivery of the services.

Services or deliverables that fail to meet the agreed specifications for reasons attributable to the service provider shall be corrected or repeated at no additional cost to WorldVeg, within a timeframe agreed with the Contract Manager.

4.5 Reporting and Deliverables

The service provider shall deliver all agreed sequencing data, analytical results, laboratory reports, quality control reports, and other outputs within the agreed timeframe and in the required formats.

Samples, data, and results supplied by or generated for WorldVeg shall be treated as confidential. Results and data generated for WorldVeg shall belong to WorldVeg and shall be transferred through a secure method agreed with WorldVeg. They shall not be disclosed, published, or used for other purposes without WorldVeg's prior written consent.

Data retention and deletion arrangements shall be specified in the Framework Contract or agreed in writing for the assignment.

5. DELIVERABLES AND TIMELINES

- The required deliverables, formats, acceptance criteria, delivery deadline, and starting point for the agreed turnaround period shall be agreed in writing for each assignment.
- Unless otherwise specified, the turnaround period shall begin upon the service provider's receipt and acceptance of suitable samples and complete instructions. The service provider shall promptly confirm sample acceptance and the expected delivery date.
- The designated Contract Manager shall review the deliverables against the agreed acceptance criteria and provide written acceptance or identify any deficiencies requiring correction.

6. WORLDVEG RESPONSIBILITIES

WorldVeg will:

- Authorize the required services and agree on the applicable requirements in writing.
- Designate a Contract Manager for each assignment.
- Provide samples, technical specifications, reference information, and instructions required for the services.
- Provide timely instructions concerning unsuitable samples or proposed additional work.
- Review deliverables and provide written acceptance or identify required corrections.
- Make payment in accordance with the Framework Contract and the agreed assignment terms.

7. PAYMENT TERMS

The Framework Contract shall be based on the unit prices established through the bidding process. Awarded unit prices shall remain fixed for the first twelve (12) months of the Framework Contract. Thereafter, prices may be reviewed no more than once in each twelve-month period. Any proposed adjustment shall be supported by documented changes in relevant costs and assessed against prevailing market prices. Adjustments are not automatic and shall take effect only after WorldVeg's written approval and a written amendment to the Framework Contract. Adjustments shall not apply retrospectively or affect Call-off Orders already issued.

Payment shall be made only for services authorized in writing by WorldVeg, satisfactorily performed, and accepted in writing by the designated Contract Manager. The service provider shall submit an invoice identifying the assignment, services performed, quantities, applicable unit prices, and any approved additional charges.

Quoted unit prices shall include all costs necessary to provide the specified services, except charges expressly identified and separately priced in the Framework Contract. Additional work or reimbursable expenses shall require WorldVeg's prior written approval and shall be supported by the documentation required under the Framework Contract or agreed assignment terms.