

Removal and disposal of WHO Kobe Centre's assets

Request for Proposals (RFP)

Bid Reference

2025/HQ/WKC/0015

Country/Unit Name

Japan/PPC/WKC

Closing Date:

[7 November 2025]



The World Health Organization (WHO) is seeking offers for removal and disposal of WHO Kobe Centre's assets. Your ☒ Company ☐ Institution is invited to submit a proposal for the services in response to this Request for Proposals (RFP).

WHO is a public international organization, consisting of 194 Member States, and a Specialized Agency of the United Nations with the mandate to act as the directing and coordinating authority on international health work. As such, WHO is dependent on the budgetary and extra-budgetary contributions it receives for the implementation of its activities. Bidders are, therefore, requested to propose the best and most cost-effective solution to meet WHO requirements, while ensuring a high level of service.

1. Requirements

WHO requires the successful bidder, to carry out the removal and disposal of WHO Kobe Centre's assets. .

See detailed Terms of Reference in Annex 1 for complete information.

The successful bidder shall be a ☒ for profit / ☐ not for profit institution operating in the field of industrial waste disposal. with proven expertise in office- and IT-equipment, and other miscellaneous items..

The successful bidder is expected to demonstrate experience and list relevant projects as follows:

Mandatory experience:

- Proven experience in the field of industrial waste disposal
- Licenced to collect and transport industrial waste within Hyogo Prefecture

Desirable experience:

- N/A

The bidder is expected to follow the instructions set forth below in the submission of their proposal to WHO.

2. Proposal

The proposal and all correspondence and documents relating thereto shall be prepared and submitted in the English language.

The proposal shall be concisely presented and structured to include the following information:

- Confidentiality Undertaking (*please complete Annex 2*)
- Presentation of your Company / Institution (*please complete Annex 3*)
- Proposed solution
- Proposed Approach/Methodology
- Proposed time line
- Financial proposal - JPY.

Information which the bidder considers confidential, if any, should be clearly marked as such.

3. Instructions to Bidders

The bidder must follow the instructions set forth in this RFP in the submission of their proposal to WHO.

A prospective bidder requiring clarification on technical, contractual or commercial matters may notify WHO via email at the following address no later than 29 October 2025:

Email for submissions of all queries: wkc-adm@who.int



(use Bid reference in subject line)

A consolidated document of WHO's responses to all questions (including an explanation of the query but without identifying the source of enquiry) will be sent to all prospective bidders who have received the RFP.

From the date of issue of this RFP to the final selection, contact with WHO officials concerning the RFP process shall not be permitted, other than through the submission of queries and/or through a possible presentation or meeting called for by WHO, in accordance with the terms of this RFP.

The bidder shall submit, in writing, the complete proposal to WHO, no later than **7 November 2025 at 18:00 hours Japan standard time** ("the closing date"), by email at the following email address:

wkc-adm@who.int.

(use Bid reference in subject line)

To be complete, a proposal shall include:

- o A technical proposal, as described under part 2 above;
- o A financial proposal, as described under part 2 above;
- o Annexes 2 & 3, duly completed and signed by a person or persons duly authorized to represent the bidder, to submit a proposal and to bind the bidder to the terms of this RFP.

Each proposal shall be marked Ref: 2025/HQ/WKC/0015 .

WHO may, at its own discretion, extend the closing date for the submission of proposals by notifying all bidders thereof in writing before the above closing date and time.

Any proposal received by WHO after the closing date for submission of proposals may be rejected. Bidders are therefore advised to ensure that they have taken all steps to submit their proposals in advance of the above closing date and time.

The offer outlined in the proposal must be valid for a minimum period of 90 calendar days after the closing date. A proposal valid for a shorter period may be rejected by WHO. In exceptional circumstances, WHO may solicit the bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Any bidder granting such an extension will not, however, be permitted to otherwise modify its proposal.

The bidder may withdraw its proposal any time after the proposal's submission and before the above mentioned closing date, provided that written notice of the withdrawal is received by WHO at the email address indicated above, before the closing date for submission of proposals.

No proposal may be modified after its submission, unless WHO has issued an amendment to the RFP allowing such modifications.

No proposal may be withdrawn in the interval between the closing date and the expiration of the period of proposal validity specified by the bidder in the proposal (subject always to the minimum period of validity referred to above).

WHO may, at any time before the closing date, for any reason, whether on its own initiative or in response to a clarification requested by a (prospective) bidder, modify the RFP by written amendment. Amendments could, *inter alia*, include modification of the project scope or requirements, the project timeline expectations and/or extension of the closing date for submission.

All prospective bidders that have received the RFP will be notified in writing of all amendments to the RFP and will, where applicable, be invited to amend their proposal accordingly.

All bidders must adhere to the UN Supplier Code of Conduct, which is available on the WHO procurement website at <http://www.who.int/about/finances-accountability/procurement/en/>.

4. Evaluation

Before conducting the technical and financial evaluation of the proposals received, WHO will perform a preliminary examination of these proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the proposals are generally in order. Proposals which are not in order as aforesaid may be rejected.

The evaluation panel will evaluate the technical merits of all the proposals which have passed the preliminary examination of proposals based on the following weighting:

Technical Weighting:	60 % of total evaluation
Financial Weighting:	40 % of total evaluation

The technical evaluation of the proposals will include:

Addressing of WHO's requirements and expectations	20
Quality of the overall proposal	20
Experience of the firm in carrying out related project	30
Qualifications and competence of the personnel proposed for the assignment	10
Proposed timeframe for the project	20
TOTAL	100

The scoring scale per criteria was defined as follows:

Criteria evaluated as:	Based on the following supporting evidence:	Corresponds to the score of:
Excellent	Excellent evidence of ability to exceed requirements	100%
Good	Good evidence of ability to exceed requirements	90%
Satisfactory	Satisfactory evidence of ability to support requirements	70%
Poor	Marginally acceptable or weak evidence of ability to support requirements	40%
Very Poor	Lack of evidence to demonstrate ability to comply with requirements	10%
No submission	Information has not been submitted or is unacceptable	0%

The number of points which can be obtained for each evaluation criterion is specified above and indicates the relative significance or weight of the item in the overall evaluation process.

A minimum of [60] points is required to pass the technical evaluation.

The final evaluation will combine the weighted scores of both technical and financial proposals to come up with a cumulative total score.

Please note that WHO is not bound to select any bidder and may reject all proposals. Furthermore, since a contract would be awarded in respect of the proposal which is considered most responsive to the needs of the project concerned, due consideration being given to WHO's general principles, including the principle of best value for money, WHO does not bind itself in any way to select the bidder offering the lowest price.

WHO may, at its discretion, ask any bidder for clarification of any part of its proposal. The request for clarification and the response shall be in writing. No change in price or substance of the proposal shall be sought, offered or permitted during this exchange.

NOTE: Individual contact between WHO and bidders is expressly prohibited both before and after the closing date for submission of proposals.

5. Award

WHO reserves the right to:

- a) Award the contract to a bidder of its choice, even if its bid is not the lowest;
- b) Award separate contracts for parts of the work, components or items, to one or more bidders of its choice, even if their bids are not the lowest;
- c) Accept or reject any proposal, and to annul the solicitation process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders and without any obligation to inform the affected bidder or bidders of the grounds for WHO's action;
- d) Award the contract on the basis of the Organization's particular objectives to a bidder whose proposal is considered to be the most responsive to the needs of the Organization and the activity concerned;
- e) Not award any contract at all.

WHO has the right to eliminate bids for technical or other reasons throughout the evaluation/selection process. WHO shall not in any way be obliged to reveal, or discuss with any bidder, how a proposal was assessed, or to provide any other information relating to the evaluation/selection process or to state the reasons for elimination to any bidder.

NOTE: WHO is acting in good faith by issuing this RFP. However, this document does not oblige WHO to contract for the performance of any work, nor for the supply of any products or services.

At any time during the evaluation/selection process, WHO reserves the right to modify the scope of the work, services and/or goods called for under this RFP. WHO shall notify the change to only those bidders who have not been officially eliminated due to technical reasons at that point in time.

WHO reserves the right at the time of award of contract to extend, reduce or otherwise revise the scope of the work, services and/or goods called for under this RFP without any change in the base price or other terms and conditions offered by the selected bidder.

WHO also reserves the right to enter into negotiations with one or more bidders of its choice, including but not limited to negotiation of the terms of the proposal(s), the price quoted in such proposal(s) and/or the deletion of certain parts of the work, components or items called for under this RFP.

Within 30 days of receipt of the contract between WHO and the successful bidder (the "Contract"), the successful bidder shall sign and date the Contract and return it to WHO according to the instructions provided at that time. If the bidder does not accept the Contract terms without changes, then WHO has the right not to proceed with the selected bidder and instead contract with another bidder of its choice. The Contract will include, without limitation, the provisions set forth in Annex 3.



Any and all of the contractor's (general and/or special) conditions of contract are hereby explicitly excluded from the Contract, i.e., regardless of whether such conditions are included in the Contractor's offer, or printed or referred to on the Contractor's letterhead, invoices and/or other material, documentation or communications.

We look forward to receiving your response to this RFP.

Yours sincerely,
WHO Centre for Health Development.

**Annexes**

1. Detailed Terms of Reference
2. Confidentiality Undertaking
3. Vendor Information Form
4. Contractual provisions
5. Handover certificate
6. List of items



Annex 1: Detailed Terms of Reference

1. Purpose of the APW

Removal and disposal of office furniture, IT equipment and other items in accordance with local regulations

2. Background

WHO Kobe Centre (WKC) was established in 1995 with support from the donor, the Kobe Group, but will close at the end of March 2026, the expiration date of the current memorandum of understanding. As a result, furniture and equipment within the office will need to be removed by the end of February in preparation for the office's closure. The memorandum of understanding with the donor, the Kobe Group, states that WKC will vacate its office within the contract period. The agreement with the building management company also states that WKC will be required to dispose of items, but that WKC is not obligated to return the premises to their initial state nor make any payment to this effect. In order to maintain the WHO's reputation, it is necessary to entrust the removal of items to a specialized company approved by Hyogo Prefecture and ensure that disposal is carried out in accordance with regulations.

3. Planned timelines (subject to confirmation)

Start date: 31 January 2026

End date: 28 February 2026

Total duration: One month

4. Requirements - Work to be performed

Objective 1: Equipment removal work

Output 1.1: Items marked as "removal work" in the notes section need to be removed.

Output 1.2: It includes removal of large panel from display windows on the exterior of the building.

Objective 2: Removal from the office and disposal of listed furniture, equipment, and other items

Output 2.1: Items highlighted in yellow on the list require a countersigned handover certificate.

Objective 3: Physical destruction of hard disks

Output 3.1: On-site physical destruction of a total of 35 hard disks and submission of photos of the destroyed hard disks as a proof.

5. Requirements - Planning

- Noisy removal work should be carried out on weekends.
- Removal work will be carried out on weekdays.
- All work will be completed by the end of February, and invoices will be submitted to WKC in PDF format in early March.

6. Inputs

Performance monitoring - The Contractor will be evaluated on:

- Capacity to deliver service of an optimal technical quality within the agreed timelines;
- The control of the costs

- The proper and smooth project management (including communication with the Technical Officer, the Project Lead and any other stakeholder);
- The service orientation and responsiveness to WHO's needs and expectations.

7. Activity Coordination & Reporting

Technical Officer:	Loïc Garçon, Programme Officer	Email:	garconl@who.int
For the purpose of:	Technical supervision and instructions - Reporting		
Administrative staff:	Junko Takebayashi, Assistant to Team	Email:	takebayashij@who.int
For the purpose of:	Contractual and financial management of the contract		

8. Characteristics of the Provider

- Proven experience in the field of industrial waste disposal
- Have a license to collect and transport industrial waste within Hyogo Prefecture
- Company should be based near Kobe or in Hyogo Prefecture

9. Place of assignment

The office premises of WHO Kobe Centre and outside of the I.H.D. Centre Building.

No travel is required.

Annex 2: Confidentiality Undertaking

1. The World Health Organization (WHO), acting through its Department of PPC/WKC, has access to certain information relating to removal and disposal work which it considers to be proprietary to itself or to entities collaborating with it (hereinafter referred to as "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 Request for Proposal (RFP) for "Removal and disposal of WHO Kobe Centre's assets" ("the Purpose"), 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 RFP process.
7. Any dispute arising from or relating to this Undertaking, including its validity, interpretation, or application shall, unless amicably settled, be subject to conciliation. In the event of 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 Undersigned and WHO 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 Undersigned and WHO shall accept the arbitral award as final.
8. Nothing in this Undertaking, and no disclosure of Information to the Undersigned pursuant to its terms, shall constitute, or be deemed to constitute, a waiver of any of the privileges and immunities enjoyed by WHO under national or international law, or as submitting WHO to any national court jurisdiction.

Acknowledged and Agreed:

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

**Annex 3: Vendor Information Form**

Company Information to be provided by the Vendor submitting the proposal			
UNGM Vendor ID Number: <i>If available – Refer to WHO website for registration process*</i>			
Legal Company Name: <i>(Not trade name or DBA name)</i>			
Company Contact:			
Address:			
City:		State:	
Country:		Zip:	
Telephone Number:		Fax Number:	
Email Address:		Company Website:	
<u>Corporate information:</u>			
Company mission statement			
Service commitment to customers and measurements used <i>(if available)</i>			
Organization structure (include description of those parts of your organization that would be involved in the performance of the work)			
Relevant experience (how could your expertise contribute to WHO's needs for the purpose of this RFP) – <i>Please attach reference and contact details</i>			
Staffing information			

* <http://www.who.int/about/finances-accountability/procurement/en/>

Annex 4: Contractual Provisions

Within 30 days of receipt of the contract between WHO and the successful bidder (the “Contract”), the successful bidder shall sign and date the Contract and return it to WHO according to the instructions provided at that time. If the bidder does not accept the Contract terms without changes, then WHO has the right not to proceed with the selected bidder and instead contract with another bidder of its choice. The Contract will include, without limitation, the provisions set forth below (with the successful bidder referred to below as the “Contractor”):

1. **Compliance with WHO Codes and Policies.** By entering into the Contract, the Contractor acknowledges that it has read, and hereby accepts and agrees to comply with, the WHO Policies (as defined below). In connection with the foregoing, the Contractor shall take appropriate measures to prevent and respond to any violations of the standards of conduct, as described in the WHO Policies, by its employees and any other natural or legal persons engaged or otherwise utilized to perform any services under the Contract.

Without limiting the foregoing, the Contractor shall promptly report to WHO, in accordance with the terms of the applicable WHO Policies, any actual or suspected violations of any WHO Policies of which the Contractor becomes aware.

For purposes of the Contract, the term “WHO Policies” means collectively: (i) the WHO Code of Ethics and Professional Conduct; (ii) the WHO Policy Directive on Protection from sexual exploitation and sexual abuse (SEA); (iii) the WHO Policy on Preventing and Addressing Abusive Conduct; (iv) the WHO Code of Conduct for responsible Research; (v) the WHO Policy on Whistleblowing and Protection Against Retaliation; (vi) the WHO Policy on Prevention, Detection and Response to Fraud and Corruption, and (vii) the UN Supplier Code of Conduct, in each case, as amended from time to time and which are publicly available on the WHO website at the following links: <http://www.who.int/about/finances-accountability/procurement/en/> for the UN Supplier Code of Conduct and at <http://www.who.int/about/ethics/en/> for the other WHO Policies.

2. **Zero tolerance for sexual exploitation and abuse, sexual harassment and other types of abusive conduct.** WHO has zero tolerance towards sexual exploitation and abuse, sexual harassment and other types of abusive conduct. In this regard, and without limiting any other provisions contained herein:

(i) each legal entity Contractor warrants that it will: (i) take all reasonable and appropriate measures to prevent sexual exploitation or abuse as described in the WHO Policy Directive on Protection from sexual exploitation and sexual abuse (SEA), and/or sexual harassment and other types of abusive conduct as described in the WHO Policy on Preventing and Addressing Abusive Conduct by any of its employees and any other natural or legal persons engaged or otherwise utilized to perform the work under the Contract; and (ii) promptly report to WHO and respond to, in accordance with the terms of the respective Policies, any actual or suspected violations of either Policy of which the Contractor becomes aware; and

(ii) each individual Contractor warrants that he/she will (i) not engage in any conduct that would constitute sexual exploitation or abuse as described in the WHO Policy Directive on Protection from sexual exploitation and sexual abuse (SEA), and/or sexual harassment and other types of abusive conduct as described in the WHO Policy on Preventing and Addressing Abusive Conduct. Without limiting the foregoing, the individual Contractor shall promptly report to WHO, in accordance with the terms of the respective Policies, any actual or suspected violations of either Policy of which the individual Contractor becomes aware.

3. **Tobacco/Arms Related Disclosure Statement.** The Contractor may be required to disclose relationships it may have with the tobacco and/or arms industry through completion of the WHO Tobacco/Arms Disclosure Statement. In the event WHO requires completion of this Statement, the Contractor undertakes not

to permit work on the Contract to commence, until WHO has assessed the disclosed information and confirmed to the Contractor in writing that the work can commence.

4. **Anti-Terrorism and UN Sanctions; Fraud and Corruption.** The Contractor warrants for the entire duration of the Contract that:

- i. it is not and shall not be involved in, or associated with, any person or entity associated with terrorism, as designated by any UN Security Council sanctions regime, that it shall not make any payment or provide any other support to any such person or entity and that it shall not enter into any employment or other contractual relationship with any such person or entity;
- ii. it shall not engage in any fraudulent or corrupt practices, as defined in the WHO Policy on Prevention, Detection and Response to Fraud and Corruption, in connection with the execution of the Contract;
- iii. it shall take all necessary measures to prevent the financing of terrorism and/or any fraudulent or corrupt practices as referred to above in connection with the execution of the Contract; and
- iv. it shall promptly report to WHO, through the WHO Integrity Hotline or directly to the WHO Office of Internal Oversight Services (IOS), any credible allegations of actual or suspected fraudulent or corrupt practices, as defined in the WHO Policy on Prevention, Detection and Response to Fraud and Corruption of which the Contractor becomes aware and respond to such allegations in an appropriate and timely manner in accordance with its respective rules, regulations, policies and procedures. Furthermore, the Contractor agrees to cooperate with WHO and/or parties authorized by WHO in relation to the response. Relevant information on the nature of any credible allegations of such actual or suspected violations, as well as the details of the intended response and the outcome of any such response, should be communicated and coordinated with WHO, with the understanding that, subject to the terms of the WHO Policy on Prevention, Detection and Response to Fraud and Corruption, confidentiality and the due process rights of those involved will be respected.

In the event that any resources, assets and/or funds provided to or acquired by the Contractor under the Contract are found to have been used by the Contractor, its employees or any other natural or legal persons engaged or otherwise utilized to perform any work under the Contract, to finance, support or conduct any terrorist activity or any fraudulent or corrupt practices, the Contractor shall promptly reimburse and indemnify WHO for such resources, assets and/or funds (including any liability arising from such use).

5. **Breach of essential terms.** The Contractor acknowledges and agrees that each of the provisions of paragraphs 1, 2, 3 and 4 above constitutes an essential term of the Contract, and that in case of breach of any of these provisions, WHO may, in its sole discretion, decide to:

- i. terminate the Contract, and/or any other contract concluded by WHO with the Contractor, immediately upon written notice to the Contractor, without any liability for termination charges or any other liability of any kind; and/or
- ii. exclude the Contractor from participating in any ongoing or future tenders and/or entering into any future contractual or collaborative relationships with WHO.

WHO shall be entitled to report any violation of such provisions to WHO's governing bodies, other UN agencies, and/or donors.

6. **Use of WHO Name and Emblem.** Without WHO's prior written approval, the Contractor shall not, in any statement or material of an advertising or promotional nature, refer to the Contract or the Contractor's relationship with WHO, or otherwise use the name (or any abbreviation thereof) and/or emblem of the World Health Organization.

7. **Assurances regarding procurement.** If the option for payment of a maximum amount applies, to the extent the Contractor is required to purchase any goods and/or services in connection with its performance of the Contract, the Contractor shall ensure that such goods and/or services shall be procured in accordance with the principle of best value for money. "Best value for money" means the responsive offer that is the best combination of technical specifications, quality and price.

8. **Audit and Investigations.** WHO may request a financial and operational review or audit of the work performed under the Contract, to be conducted by WHO and/or parties authorized by WHO, and the Contractor undertakes to facilitate such review or audit. This review or audit may be carried out at any time during the implementation of the work performed under the Contract, or within five years of completion of the work. In order to facilitate such financial and operational review or audit, the Contractor shall keep accurate and systematic accounts and records in respect of the work performed under the Contract. Similarly, WHO may initiate an investigation into credible allegations of fraud and corruption and other forms of misconduct based on information received in accordance with its respective policies, procedures and rules.

In this context, the Contractor shall make available, without restriction, to WHO and/or parties authorized by WHO:

- i. the Contractor's books, records and systems (including all relevant financial and operational information) relating to the Contract; and
- ii. reasonable access to the Contractor's premises and personnel.

The Contractor shall provide satisfactory explanations to all queries arising in connection with the aforementioned audit and access rights.

WHO may request the Contractor to provide complementary information about the work performed under the Contract that is reasonably available, including the findings and results of an audit (internal or external) conducted by the Contractor and related to the work performed under the Contract.

9. **Publication of Contract.** Subject to considerations of confidentiality, WHO may acknowledge the existence of the Contract to the public and publish and/or otherwise publicly disclose the Contractor's name and country of incorporation, general information with respect to the work described herein and the Contract value. Such disclosure will be made in accordance with WHO's Information Disclosure Policy and shall be consistent with the terms of the Contract.



World Health Organization

Date: XX February 2026

Transferred to: XXX Corporation

**Agreement on the transfer of ownership of WHO fixed assets
between**

The World Health Organization
(hereinafter referred to as "WHO")

And

XXX Corporation
hereinafter referred to as the "Recipient"

WHO shall transfer to the Recipient its entire right and interest in and to all property specified in the list attached hereto (the "Fixed Assets").

WHO shall transfer the fixed assets on an "*as is, where is*" basis and makes no representations or warranties for the fitness or title thereof. Therefore, the Recipient will be responsible for any costs for:

- installing, maintaining, insuring, repairing or maintenance of the fixed assets.
- recurring costs (if recurrent staff, operating and/or servicing costs are needed).

The Recipient may not use any other name, emblem or abbreviation of the World Health Organization.

WHO shall not be liable for any costs, direct or indirect, or for any levies, duties or taxes that may arise from, or in connection with the transfer of the fixed assets.

After the transfer, WHO shall not be liable for any damages, direct or indirect, occurred in connection with the use of the fixed assets.

WHO shall not be liable to indemnify any third party in respect of any claim, debt, damage or demand arising out of the implementation of this Agreement.

Any dispute relating to the interpretation or application of this agreement shall, unless amicably settled, be subject to conciliation. In the event of failure of the latter, 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, with the Rules of Arbitration of the International Chamber of Commerce. The parties shall accept the arbitral award as final.

Nothing contained in or relating to this agreement shall be deemed to constitute a waiver of any of the privileges and immunities enjoyed by WHO and/or as submitting WHO to any national court jurisdiction.

To signify your agreement to the terms and conditions of this Agreement, please return one original of this letter agreement duly signed to our attention.

Handover of the fixed assets by WHO to the Recipient will be made promptly upon receipt of the signed form by the Recipient.

Yours sincerely,

ON BEHALF OF WHO:

Name: Dr Sarah Louise Barber
Title: Director, WHO Kobe Centre
Date: **XX February 2026**
Place: Kobe, Japan

ACKNOWLEDGED AND AGREED ON BEHALF OF THE RECIPIENT:

Name:
XXX Corporation
Title:
Date:
Place:

Annex : List and description of the fixed assets being transferred.

Equipment description	Model	Make	Colour	Date in place with WHO
Voice gateway	C8300-2N2S-6T	CISCO	Gray	2024/7/31
Anti-earthquake server rack		Hitachi	Black	2009/11/29
Franking machine	K700	Pitney Bowes Japan	Blue	2020/11/12

Inventory of WHO/WKC Properties

List of assets to be disposed				
<Items purchased locally>				
Asset Description	Model Number	Qty.	Date Placed In Service	Removal work is required, other remarks
Cutter	PLUS PK-012	1	11-Jun-96	
Printer Table	KUROGANE JOIFA 605 (JS-RV570LG)	1	24-Jun-97	
Clock	CITIZEN 8MG636-N	3	17-Feb-98	
Cupboard	KOKUYO BK-1M	1	10-Dec-98	
Coat Hanger	UCHIDA CP-10	1	18-Jan-99	
Clock	CITIZEN 4KG615 N06	1	2-Jun-97	
Clock	SEIKO SWEEP KH 206H	1	1-Mar-99	
White Board	KOKUYO BB-634AWIWI	3	30-Jan-99	
Sign Board	UCHIDA SS-23	4	30-Mar-99	
Mailing Box	UCHIDA 1-302-0212	3	18-Jan-00	
Open Shelf Cabinet	KOKUYO BSW-K58F1	1	27-Jan-00	
Telephone Stand	TT-WEF1 JOIFA606	1	17-Feb-99	
Shelving 5 boards		1	19-Oct-01	
Shelving 5 boards	W875xH1700xD450	2	15-Nov-01	
Working Desk	KOKUYO SD-BSE147LF11	10	13-Mar-03	
Desk Wagon	KOKUYO SD-BSE46V3F11	10	13-Mar-03	
Legno Chair	KOKUYO CR-G200F4HS69-W	10	13-Mar-03	
File Cabinet	BWN-S80F1, BWN-B1F4	5	13-Mar-03	
Locker	LK-3F1	3	13-Mar-03	
Cabinet	MA-6355N, MAM-630, MAM-605	10	22-Apr-03	
Cabinet (open)	KOKUYO BWS-K58F1	1		
Blood Pressure Monitor (mercurial)	Kentsu Medico 610 Navis	1	1-Jul-03	
Scales	Tanita TF730	1	Jul-03	
Towel sheet (for medical bed)		2	Jul-03	
Cotton blanket		1	Jul-03	
Blanket cover		2	Jul-03	
Pillow		1	Jul-03	
Pillow cover		1	Jul-03	
Electric stand fan		1	Jul-03	
File Cabinet	KOKUYO BWN-K59 F1	4	1-Jul-03	
Open Cabinet	KOKUYO BWS-SK68 F1	3	9-Jun-03	
Working Desk	KOKUYO SD-BSE167DC3F11	4	6-Feb-04	
Computer Desk	KOKUYO SD-BSE127L	4	6-Feb-04	
Cabinet	KOKUYO BWN-K89F1	4	6-Feb-04	
Single Locker	KOKUYO PLK-145F11	4	6-Feb-04	
Swivel Chair	KOKUYO CR-G200F4HS69-WN	4	6-Feb-04	
Partition wall	LP2-S1512	5	30-Apr-04	
Step ladder	KOKUYO SP-62	1	8-Jul-04	
Coffee maker	Melitta	2	25-Oct-04	
Coffee pot	Melitta	2	25-Oct-04	
Electric fan	Sanyo EF-30DHX (W)	2	28-Jun-05	
IC recorder	Panasonic RR-QR170	1	9-Feb-05	
Flip Chart	KOKUYO BB-GT32W4W4FC	2	25-Nov-05	
Worldband receiver	SONY ICF-SW22	1	20-Dec-05	
Electric Heater	SHARP HX-85K1C	1	6-Feb-06	
Movable desk	KOKUYO SST-PFH1-F1-U	1	20-Dec-05	
Vacuum cleaner	VCV7E (L)	1	8-Dec-06	
Toaster oven	ETTB15	1	8-Dec-06	
Electric heater	IWC513	2	8-Dec-06	
Electric heater	ICHS	1	8-Dec-06	
Electric heater	Toyotomi EMH-90	2	31-Jan-08	
Flag pole		2	28-Mar-08	
Portable refrigerator	TWINBIRD HR-D203	1	7-Jul-09	
Electric kettle	ZojirushiCV-FZ40XA	1	8-Jul-09	
Flip Chart	KOKUYO BB-GT32W4W4FC	1	9-Jul-09	
Sphygmomanometer	OMRON HEM7071	1	16-Oct-09	
Hard disk	BUFFALOHD-W2 OTIU2/R1	1	8-Oct-08	
IC recorder	SANYOICR-PS285RM-H	1	13-Nov-08	
Ethernet switch	CentreCOMFS716TX V2 (RoHS)	1	13-Nov-09	
Video camera tripod	SONYVCT-1170RM	1	28-Dec-09	
USB portable drive	BUFFALODVSM-PN58U2V-BK	2	28-Dec-09	
Wireless microphone	SONY UWP-V1	1	28-Dec-09	
Brochure stand	Kokuyo ZR-PS4JNN	1	17-Dec-10	
Portable disk drive	Buffalo HD-PNT1.0U3-BSJ	2	19-Dec-12	
Personal deployment kit		2	29-Dec-11	
Webcamera	Logicool HD Webcam C615	1	13-Jul-12	
Laser pointer	Logitech Professional Presenter R800	1	17-Dec-12	
Wall clock	SEIKO KX343B	1	12-Feb-13	
External Hard disk	BUFFALO HD-LBV3.0TU3-BKC	2	22-Apr-13	
Laser pointer	Logitech Professional Presenter R800	2	4-Dec-13	
Wall clock	SEIKO KX343B	1	24-Jan-14	
Voice recorder	SONY ICD-PX440	2	8-Sep-15	
Microwave	Haier	1	28-Jan-19	
Digital camera	Panasonic DMC-FZ300	1	25-Feb-19	
Video microphone	Videomic Go	1	14-Jun-19	
Flip Chart	Plus MB-2	4	27-Nov-19	
Magazine rack	TZR-N200	1	2-Dec-19	
Whiteboard	Lion LEAR-31	2	4-Dec-19	
Personal shredder	Iris Ohyama P10HCS	1	15-Jan-20	
Wall clock	BTZ-42418-2-DACR-1021-1T	2	18-Nov-19	
Web camera	Logicool C270	6	22-Aug-19	
Hard disk	Buffalo 3TB HD-LX3.0 U3D	1	13-Apr-22	
Thermometer	Omron MC-687-MK	1	31-Oct-22	
Hard disk	3TB DriveStation Axis Velocity	1	29-May-23	
Foldable helmet	TSC-10N Flatmet2	15	2-Jun-23	
Printer	CANON G6030	1	20-Feb-23	
Hard disk	Buffalo HD-LX.3.0 U3D	1	29-Jan-24	
Coffee machine	Nespresso D30-GN-W	1	2-Apr-24	
Coffee machine	DeLonghi	1		
PC display	DELL 20 inch	5		
Cabinet	Okamura N456ZZ Z13	1		
Wagon		1		
Electric fan		5		
Cassette deck		1		
Push cart		1		
Air purifiers	SHARP FU-S51CX	1		
Large framed panel		99		
Plastic dust box		50		
Electric lock		4		
Scale for mails	Hasler postal scale 12	1		

Inventory of WHO/WKC Properties

Asset Description	Model Number	Qty.	Date Placed In Service	Removal work is required, other remarks
Houseplants		18		
Partition wall at medical room		2		
VC microphone	CTS-MIC-TABL60	3	18-May-16	
iPhone 8	IPHONE 8	1	1-Aug-19	
iPhone 12	IPHONE 12	2	14-Sep-21	
iPhone 14	iPhone14	3	22-Jan-24	
Digital Scale	PS-12	1	1-Jul-04	
Desktop PC	5050 High-end	3	1-Nov-17	
LAPTOP (Dell Latitude 5490)	Latitude 5490	2	26-Jul-19	
Laptop PC	Latitude 5400	7	23-Jun-20	
Laptop PC	Latitude 5410	4	5-May-21	
Laptop PC	Latitude 5420	2	20-Oct-21	
Laptop PC	Latitude 5330	5	23-Feb-23	
Laptop PC	Latitude 5340	6	27-Nov-23	
Cisco voice gateway	C8300-2N2S-6T	1	31-Jul-24	need to remove from rack (sign is required to the handover certificate)
Anti-earthquake server rack	-	1	29-Nov-09	need to remove from floor (sign is required to the handover certificate)
Franking machine	K700	1	12-Nov-20	Sign is required to the handover certificate
Typewriter	EX430	1	20-Dec-05	
Book binding machine	GCBC800	1	14-Oct-05	
WHO signboard for I.H.D. Building display case		1	17-Oct-17	need to remove from the W5,450 X H2,950 X D535 space
Firewall hardware	OpenSystems	2		need to remove from rack
Server	DELL/PowerEdge-SE05	2		need to remove from rack
Server	DELL/PowerEdge VRTX	1		need to remove from rack
Server	DELL/PowerEdge R450	2		need to remove from rack
UPS	DELL/APC Smart-UPS DLT1500RMJ20	2		need to remove from rack
UPS	DELL/APC Smart-UPS 1500VA LCD RM 2U 100V	2		need to remove from rack
Hard disk pulled from PC		24		need to physically destroy
External HDD		11		need to physically destroy (incl. current 3)
Keyboard	box of 44cm X 32cm X 30cm	2		
Mouse	box of 44cm X 32cm X 30cm	1		
Docking station	box of 44cm X 32cm X 30cm	1		
Power cable	box of 44cm X 32cm X 30cm	1		
External speaker	box of 44cm X 32cm X 30cm	1		
LAN cable	cabinet of 82cm X 40cm X 13cm	2		
LAN cable	box of 51cm X 21cm X 31cm	2		
AV cable	cabinet of 82cm X 40cm X 13cm	1		
USB cable	cabinet of 82cm X 40cm X 13cm	1		
Other metal items	cabinet of 82cm X 40cm X 13cm	1		
Tripod		2		
Monitor cable/power cable	cabinet of 84cm X 41cm X 24cm	1		
Power cable	cabinet of 84cm X 41cm X 24cm	1		
Extension code	cabinet of 84cm X 41cm X 24cm	1		
KVM switch		2		
Cable	box of 37cm X 42cm X 35cm	4		
Headset	box of 39cm X 27cm X 20cm	1		
Other metal items	box of 22cm X 17cm X 32cm	4		
USB portable drive		2		
Other mischellaneous items				