

Telephone: +41 22 791 4553

Reference: RFP No. UNAIDS RFP-2010-3

09 February 2010

REQUEST FOR PROPOSAL
RFP No. UNAIDS RFP-2010-3
Providing Printing Services to the United Nations Programme on HIV/AIDS (UNAIDS)
under a Long Term Agreement (LTA)

Dear Sir/Madam,

1. The Joint United Nations Programme on HIV/AIDS (UNAIDS), an International UN agency, invites sealed Bids for providing printing services to the organization under a Long Term Agreement (LTA).
2. The Technical submission containing the Technical Proposal of Company shall be submitted **separately**, and respond to Annex VI.
3. The Financial submission containing the Financial Proposal shall be submitted **separately and only in Excel**, and be completed according to Annex VII.
4. The Bidder shall be required to quote for **all** items.
5. To enable you to submit a valid Bid, please read the following attached Bid documents carefully:

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| • Instructions to Bidders | Annex I |
| • Terms of Reference (TOR) | Annex II |
| • Evaluation Criteria | Annex III |
| • UNAIDS General Terms and Conditions | Annex IV |
| • Bid Submission Form | Annex V |
| • Technical Proposal Form | Annex VI |
| • Financial Proposal, price Schedule Form | Annex VII |

6. The Bid shall reach UNAIDS no later than 5th March 2010, at 13.00 (Geneva time)

Dr Joel Rehnstrom
Director, Financial Management and Accountability (FMA)
The Joint United Nations Programme on HIV/AIDS
20 Avenue Appia,
CH-1211 Geneva 27
Switzerland

7. The Technical Bid shall be opened on 8 March 2010, at 15.00 (Geneva time) at the office of Mr Christophe Noualhat, Team Leader, Information Production Unit, UNAIDS, 20 Avenue Appia, 1211 Geneva 27, Switzerland.
8. Bids received after the stipulated date and time shall not be accepted under any circumstances. Bids delivered through courier and post later than date due shall not be registered. Bids submitted to any other e-mail address than TechnicalBids@unaids.org and FinancialBids@unaids.org shall be rejected.
9. The award of the Bid shall be announced by UNAIDS in due course. Both successful and unsuccessful Bidders shall be notified by UNAIDS by e-mail.
10. Any questions relating to the attached documents shall be addressed by e-mail to the following address
 - PrintingQuotes@unaids.orgno later than 20 February 2010 at 17.00 (Geneva time).
11. The resultant LTA shall be valid for THREE YEARS.
12. This letter is not to be construed in any way as an offer to contract with your Company.

Yours sincerely,

Christophe Noualhat
Team Leader, Information Production Unit
UNAIDS