

Geneva 25 October 2010

**Subject:** Request for Proposal

**Bid Reference Number:** RFP-2010-29

**Bid Reference Title:** Development and Delivery of Core Competency-based Training

Dear prospective bidder:

You are invited to submit a proposal for the above subject to the Joint United Nations Programme on HIV/AIDS, UNAIDS. This Request for Proposal (RFP) requires the delivery of core-competency based training through workshops and distance learning modules for the Secretariat. The details of our request are contained in the enclosed Request for Proposal.

The main events for the submission of the proposal are detailed below:

1. **Intention to Bid:** No later than 17 November, 2010, the bidder shall complete and return by email to UNAIDS:
  - The RFP\_Acknowledgement.doc form signed as confirmation of the bidder's intention to submit a bona fide proposal and designate its representative to whom communications may be directed, including any addenda; and
  - The RFP\_Confidentiality.doc form signed.

Email for submissions of acknowledgement: [bids@unaids.org](mailto:bids@unaids.org). Include the Bid Reference number- *RFP-2010-29* as the email subject.

2. **Communications during the RFP:** Enquiries and clarifications on technical, contractual or commercial matters may be addressed to UNAIDS via email prior to **10 December, 2010** at [bids@unaids.org](mailto:bids@unaids.org).

Include the Bid reference number and state the email subject as *Inquiry RFP-2010-29*. Please submit your questions in the format "Paragraph Number - Question."

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A consolidated document of UNAIDS' response to all questions will be posted on the UNAIDS Request for Proposals website, within a week of the deadline.

3. **Closing Date for Submission of Proposals:** Proposals must be received at UNAIDS, no later than 7 January 2011 at 17.00 Geneva time marked clearly and addressed to:

**UNAIDS  
Bid Opening Committee / AST  
Reference: RFP-2010-29  
20, Avenue Appia  
CH-1211 Geneva 27  
Switzerland**

Your Technical and Financial proposals each be accompanied by a Proposal Submission and Acceptance Form (Annex 4 of the RFP), endorsing that the proposal meets the requirements of the RFP and specifying the number of days the proposal is valid (from the date of closing of the RFP).

UNAIDS will open the technical proposals in the presence of a Committee formed by UNAIDS at the Headquarters office in Geneva, Switzerland on 10 January 2011 at 10.00hrs Geneva time in the UNAIDS premises. Bidders wishing to attend the session (at their own cost) should inform UNAIDS in advance via email (to the address specified in section 2.6 of the RFP).


4. **Evaluation of Proposals:** Proposals will be evaluated in two stages, with technical evaluation being completed prior to any evaluation of the financial proposal.

Short-listed bidders, at the final stage of the technical evaluation, will be requested to make a presentation by video conference, webinar or teleconference.

5. All evaluation of proposals and the selection of vendors will be in accordance with the specifications of the RFP.

We look forward to your proposals and future collaboration on this project.

Sincerely



Jonathan Ball  
Team Leader  
People Development and Performance  
HRM  
UNAIDS

Uniting the world against **AIDS**