

01-May-2012

SUBJECT: Invitation to Bid
Bid Reference Number: ITB-2012-10
Bid Reference Title: USB Flash Drives for the Washington Report.

Dear prospective bidder:

You are invited to submit a proposal for the above subject to the Joint United Nations Programme on HIV/AIDS, UNAIDS. The details of our request are contained in the enclosed Invitation to Bid, additional information and resources can be found on our website www.unaids.org in the Request for Proposal Section

For your convenience the main events in the timeline are detailed below:

1) **No later than 08-May-2012**, the bidder shall complete and return by email to UNAIDS the following:

- Enclosed RFP_AcknowledgementForm.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; and

Email for submissions: **Bids@unaids.org** Subject: ITB-2012-10 Intention to bid

2) A prospective bidder requiring any clarification on technical, contractual or commercial matters may notify UNAIDS via email at the following address **no later than 08-May-2012**.

Email for all queries: **Bids@unaids.org** Subject: ITB-2012-10 Inquiry

UNAIDS will respond in writing (via email only) to any request for clarification of the ITB that it receives prior to the deadline for queries as indicated above. A consolidated document of UNAIDS's response without identifying the source of enquiry will be sent to all prospective bidders who have received the ITB and it will also be posted in UNAIDS website along with the response.

3) **Proposals must be received at UNAIDS at the address specified in section 3.1 of the ITB no later than 16-May-2012, 17:00 hours, Geneva Time.**

4) UNAIDS will open the proposals in the presence of a committee formed by UNAIDS at the Headquarters office in Geneva, Switzerland. Each proposal will be opened during the session, and each bidder will be announced. There will be no public opening of bids.

5) At the discretion of UNAIDS, selected bidders may be invited to supply additional information on the contents of their proposal during the evaluation period. Such bidders could be asked to give a presentation of their proposal (possibly with an emphasis on a topic of UNAIDS's choice) followed by a question and answer session. The presentation will be held at **UNAIDS Headquarters in Geneva**, or by videoconference/Internet, Bidders will be given reasonable time to prepare for the presentation.

6) Evaluation of proposals and the selection of a vendor will be performed in accordance with the Invitation to Bid (ITB).

Sincerely,

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Peter Ghys
UNAIDS