



18 October 2012

**SUBJECT: Invitation to Bid**

**Bid Reference Number: ITB-2012-24**

**Bid Reference Title: Facilitation, training, and OD-related writing services**

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 (ITB) document, additional information and resources can be found on our website at [www.unaids.org](http://www.unaids.org) in the Request for Proposal Section

For your convenience the main events to successfully bid for this proposal are given below:

1) **No later than 2 November, 2012**, the bidder shall complete and return by email to UNAIDS the:

- Enclosed ITB\_Acknowledgement and Confidentiality undertaking Form.(annex 1) 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

Email for submissions of acknowledgement: **Bids@unaids.org**

Email subject: **ITB-2012-24 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 2 November, 2012**.

Email for submissions of all queries: **Bids@unaids.org**

Email subject: **ITB-2012-24 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 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 ITB. Questions are to be submitted in the format "Paragraph Number - Question." They will be posted on UNAIDS website along with responses.

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Fax: +41 22 791 4187  
[www.unaids.org](http://www.unaids.org)

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**3) Proposals must be received at UNAIDS at the e-mail address specified in section 3.1 of the ITB- no later than 30 November, 2012, 17:00 hours, Geneva Time.**

5) Bidders will be shortlisted based on the selection criteria (annex 3) and client testimonials (annex 4). Shortlisted bidders will be given an opportunity to present themselves to validate information that is included in the bid proposal. The interview will be by skype or webex and bidders will be informed of the date for the interview one week before the event.

Sincerely,

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke.

Chief, Organizational Development Division, HRM, UNAIDS