

**SUBJECT: Request for Proposal**

**Bid Reference: RFP 2013-01**

**Title: Health Resource Tracking Tool development consultant**

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 Request for Proposal, additional information and resources can be found on our website [www.unaids.org](http://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 29<sup>th</sup> January 2013**, the bidder shall complete and return by email to UNAIDS the following:

- Enclosed RFP\_Acknowledgement Form.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
- Enclosed RFP\_Confidentiality.doc form signed.

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

Email subject: RFP-2013-01 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 29<sup>th</sup> January 2013**.

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

Email subject: RFP-2013-01 Inquiry

UNAIDS will respond in writing (via email only) to any request for clarification of the RFP 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 RFP. Questions are to be submitted in the format "Paragraph Number - Question." 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 2.8 of the RFP-Format and Signing of proposals no later than 08<sup>th</sup> February 2013, 17:00 hours, Kigali Time.**

UNAIDS  
JOINT UNITED NATIONS  
PROGRAMME ON HIV/AIDS

UNHCR  
UNICEF  
WFP  
UNDP  
UNFPA  
UNODC  
UN WOMEN  
ILO  
UNESCO  
WHO  
WORLD BANK

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[unaids.org](http://unaids.org)

4) UNAIDS will open the proposals in the presence of a committee formed by UNAIDS staff members at the Headquarters office in Geneva, Switzerland and representatives in Rwanda.

Each technical proposal will be opened during the session, and each bidder will be announced. There will not be a public bid opening.

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 **Country Office in Kigali**, 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 Request for Proposal (RFP).

Sincerely,



Susan KIRAGU  
UNAIDS Country Coordinator a.i  
Kigali - Rwanda