



25 November 2013

SUBJECT: Invitation to Bid for the Provision of Professional Office Removal Services for UNAIDS Headquarters, Geneva, Switzerland

Bid Reference Number: ITB-2013-31

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 6 December 2013**, the Bidder shall complete and return by email to UNAIDS the following:
 - Enclosed ITB_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, including any addenda; and
 - Enclosed ITB_Confidentiality.doc form signed.

Email for submissions of acknowledgement: **Bids@unaids.org**
Email subject: ITB-2013-31 Intention to Bid

- 2) All interested bidders must participate in an obligatory site visit. There will be site visits on the following dates:

Monday, 9 December 2013 at 15.00hrs Geneva time.
Wednesday, 11 December 2013 at 15.00hrs Geneva time.

- 3) A prospective Bidder requiring any clarification on technical, contractual or commercial matters may notify UNAIDS via email at the following address **no later than 13 December 2013**.

Email for submissions of all queries: **Bids@unaids.org**
Email Subject: ITB-2013-31 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." and it will also be posted in UNAIDS website along with the response.

UNEP/WHO
100, Rue de la
Suisse, Genève

0041 22 719 7211

4) Proposals must be received at UNAIDS at the address specified in section 3.3a of the ITB-Format and Signing of proposals no later than 20 December 2013, 17:00 hours, Geneva Time.

5) UNAIDS will open the proposals in the presence of a committee formed by UNAIDS at the Headquarters office in Geneva, Switzerland.

6) 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.

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

Yours faithfully,



Susan Bolvenkel-Prior
Support Services
UNAIDS