

05 – July - 2011

SUBJECT: Invitation to Bid
Bid Reference Number: **ITB-2011-29**
Bid Reference Title: **Packing and distribution of 4 UNAIDS publications:
Aids at 30 – hard cover, AIDS at 30 – soft cover,
Outlook 30 and Getting to Zero**

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 19-Jul-2011**, the bidder is requested to complete and return by email to UNAIDS the following:

- Enclosed ITB-2011-29_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

Email for submissions of acknowledgement: **Bids@unaids.org (Include the Bid Reference ITB-2011-29 in the email subject)**

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 19-Jul-2011**.

Email for submissions of all queries: **Bids@unaids.org (Include the Bid Reference ITB-2011-29 in the email subject)**

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' 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.

20 AVENUE APPIA
1211 GENEVA 27
SWITZERLAND

3) **Proposals must be received at UNAIDS at TechnicalBids@unaids.org no later than 25-Jul-2011, 17:00 hours, Geneva Time.**

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Fax: +41 22 791 4187
www.unaids.org

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

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 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).

Yours sincerely,



Frederic Claus
Chief Administration Services Team, ODD
UNAIDS