

25 January 2012

SUBJECT: Request for Proposal

Bid Reference Number: RFP-2012-02

Bid Reference: Professional Office Removal Services for UNAIDS
Headquarters, Geneva, Switzerland

Dear Prospective Bidder:

You are invited to submit a proposal for the above RFP-2012-02 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 in the Request for Proposal Section

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

1) **No later than Wednesday, 8 February 2012 at 17.00hrs Geneva time**, the bidder shall complete and return by email or fax to UNAIDS the following:

- Enclosed RFP Acknowledgement 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 Undertaking form signed.

Email for submissions of acknowledgement: **technicalbids@unaids.org** (include the Bid Reference in the email subject).

Fax number for submissions of acknowledgement: **+41 22 791 4187 (Attn: RFP-2012-02)**.

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 Monday, 20 February 2012, 17.00hrs Geneva time**.

Email for submissions of all queries: **technicalbids@unaids.org** (include the Bid Reference = RFP-2012-02 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

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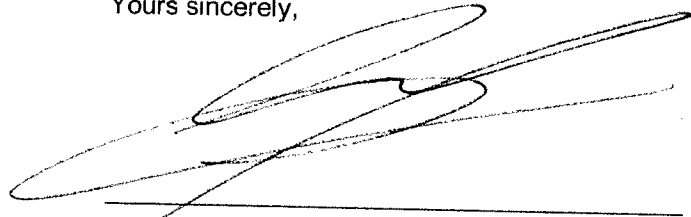
have received the RFP. Questions are to be submitted in the format "Paragraph Number - Question." and it will also be posted in UNAIDS website along with the response.

3) Proposals must be received by UNAIDS at the address specified in section 2.8 of the RFP-Format and Signing of proposals no later than Wednesday, 29 February 2012, 17:00 hours, Geneva time.

4) 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.

5) Evaluation of proposals and the selection of a vendor will be performed in accordance with the Request for Proposal (RFP).

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Frederic Claus', written over a horizontal line.

Frederic Claus
Chief, Administration Services