**Registration for the Non-Mandatory Bidders conference**

**RFP 1903-20 (ITSS) for the provision of Service Desk Services**

We request the following person (s) to take part in the bidder’s conference on **Wednesday, 5 February 2020 from 10h00 to 12h00 (Geneva time)**

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| Company Name | Representative | Title / Function |
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Address for the bidders conference: World Meteorological Organization 7 bis Avenue de la Paix Ch-1211 Geneva 2 – Switzerland.

For security measures you are kindly invited to arrive 15 minutes prior to the start of the bidders conference at the WMO lobby. Please make sure that you are in possession of your ID to access the building. Please check in with the security at the lobby.

The bidders conference will start at 10h00 and finish at 12h00

* The purpose of a non-mandatory conference is to enhance the understanding of the requirement among the participating bidders in a solicitation;
* Bidders are requested to send questions and comments about the solicitation documents in writing prior to the bidders’ conference so they can be addressed in an orderly fashion. The Procurement Official may, at his or her own discretion, allow for further questions and comments spontaneously raised during the bidders’ conferences or encourage discussions, if those may contribute to clarify the requirement and are aligned with the purpose of the bidders’ conference. **Please send the advance questions via the Correspondence tab of the WMO e-tendering system via your supplier portal;**
* Information shared during the bidders’ conferences is for informational purposes only. If any information is shared that modifies or provides further details on any of the conditions of the solicitation documents, such modification and/or clarification is only valid if it is confirmed via a formal amendment to the solicitation documents;
* The Procurement Official is not obligated to address all questions raised during a bidders’ conference, only those that, in his or her opinion, in consultation with the relevant Requisitioner, are helpful to clarify the Requirement. All questions formally submitted in writing within the stipulated time frame prior to the bidders’ conference must be formally answered to all bidders in writing. In some cases, the Procurement Official may allow more questions to be submitted in writing after the bidders’ conference;
* Prospective bidders shall bear all costs related to their participation in bidders’ conferences

Company Name / Stamp Place and date

Signature