

**INVITATION TO BID – ITB**  
**Goods & related services**

**Ref: ITB/ED/EO/SPM/08/01**

(Please quote this UNESCO reference in all correspondence)

Date 23 Aug 2023

You are invited to submit a bid for Chromebooks in accordance with the present solicitation document.

The Invitation to Bid (ITB) consists of this cover page and the following Annexes:

<b>Part 1</b>	<b>Bidding Procedures</b>
Annex I	<a href="#">Instructions to Bidders</a>
Annex II	<a href="#">Bid Data Sheet</a>
Annex III	<a href="#">Bid Submission Form</a>
Annex IV	<a href="#">Price Schedule Form</a>
Annex V	<a href="#">Intention To Bid Form</a>
Annex VI	<a href="#">Bidder Information Form</a>
<b>Part 2</b>	<b>Supply Requirements</b>
Annex VII	<a href="#">Technical Specification Form</a>
<b>Part 3</b>	<b>Contract</b>
Annex VIII	<a href="#">General Terms and Conditions</a>
Annex IX	<a href="#">Special Contract Conditions</a>
Annex X	<a href="#">Model Performance Guarantee</a>

Your bid comprising of all technical documentation and financial proposal, **submitted via email**, should reach the following address no later than 14 September 2023 at 17:00 CEST **without any copy to any other e-mail addresses. Offers addressed at any other e-mail accounts will be disqualified.**

**UNESCO HQ ADM office**

E-mail address: [adm@unesco.org](mailto:adm@unesco.org)

Reference: **ITB/ED/EO/SPM/08/01- Supply of Chromebooks**

Closing Date and Time: **14 September 2023 – 17:00 CEST**

This letter is not to be construed in any way as an offer of contract. Your bid could, however, form the basis for a contract between your company and UNESCO.

Bidders are kindly requested to acknowledge the receipt of the ITB using the Intention to Bid Form on Annex V.

For and on behalf of UNESCO:



Bruno Mesquita Valle  
Chief of UNIT  
ED/EO/SPM