

World Health Organization  
Regional Office for Africa



Organisation Mondiale de la Santé  
Bureau Régional de l'Afrique

Organização Mundial de Saúde  
Escritório Regional Africano

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24<sup>th</sup> august 2023

Dear Prospective Bidder:

**SUBJECT: RFP/AFRO/UGA/06/2023-SUPPLY AND INSTALLATION OF AUDIO-VISUAL EQUIPMENT**

You are invited to submit a proposal for the above subject RFP for the World Health Organization, WHO, Department of \_Contracting and Procurement Services in accordance with the attached documents:

Annex 1	Acknowledgment Form
Annex 2	Confidentiality Undertaking
Annex 3	Proposal Completeness Form
Annex 4	Information about Bidder
Annex 5	Acceptance Form
Annex 6	Bidder Self-Declaration Form
Annex 7	UNGM Guide
Appendix 1	Financial Submission Form

**TIMELINE**

**THE SITE VISITE IN WHO-UGANDA WILL TAKE PLACE WEDNESDAY 30<sup>TH</sup> AUGUST 2023 AT 10H-TIME IN KAMPALA**

1) Proposals must be received or dispatched by UNGM to WHO/AFRO Procurement and Supply Service at the addresses specified in section 4.7 Submission of proposals of the RFP no later than **15<sup>th</sup> September 2023**, 23h59 hours, (Kampala) time.

**Alternative submission of proposal: [afrgoafrobids@who.int](mailto:afrgoafrobids@who.int)**

2) A prospective bidder requiring any clarification on technical, contractual or commercial matters may notify WHO via UNGM or email at [afrgoafrobids@who.int](mailto:afrgoafrobids@who.int) (use subject: Bid Ref: **RFP/AFRO/UGA/06/2023**, **no later than 5 working days before deadline**)

The WHO/AFRO Procurement and Supply Service team will respond in writing (via email only) to any request for clarification of the RFP that it receives prior to the closing date of the proposal. A consolidated document of WHO'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 RFP.

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

Yours sincerely,

Contracting and Procurement Services Officer  
General Management Cluster (GMC)