

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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25 September, 2023

Dear Prospective Bidder:

**SUBJECT: RFP/ NGA/ULC/PEP/ADR/09/006/2023- TO SELECT A MOBILE BILLING SERVICE PROVIDER - NIGERIA**

You are invited to submit a proposal for the above subject for the World Health Organization, WHO, Department of Contracting and Procurement Services in accordance with the **WHO General and Contractual Conditions** and 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    | Questions from Bidders Template |
| Appendix 1 | Financial Proposal template     |

**TIMELINE**

- 1) Proposals must be received or dispatched by email address to WHO/AFRO Procurement and Supply Service at the addresses [afrgoafrobids@who.int](mailto:afrgoafrobids@who.int) no later than **09 October 2023, 14h00** hours, (Brazzaville) time.
  - 2) A prospective bidder requiring any clarification on technical, contractual or commercial matters may notify WHO email at [afrgoafrobids@who.int](mailto:afrgoafrobids@who.int) (use subject: Bid Ref **RFP/ NGA/ULC/PEP/ADR/09/006/2023** no later than **4 October 2023**).
- 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)