

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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16th February 2024

Dear Prospective Bidder:

SUBJECT: AFR/PROC/RFP/002/24- SELECT A SUPPLIER FOR THIRD PARTY MONITORING OF MEDICAL SUPPLIES DONATED BY WHO

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	Questions from Bidders Template

TIMELINE

1) Proposals must be received or dispatched by email address to WHO/AFRO Procurement and Supply Service at the addresses specified in section 4.7 Submission of proposals of the RFP no later than **05 March 2023, 23:59 hours**, (Addis Abeba) time.

2) A prospective bidder requiring any clarification on technical, contractual or commercial matters may notify WHO via email at afrgoafrobids@who.int (use subject: Bid Ref **AFR/PROC/RFP/002/24** 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)

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