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In reply please
refer to: Bid Ref 2015/HIS/PHI/001

Your reference:

Geneva, 30 January 2015

SUBJECT: Bid Ref 2015/HIS/PHI/001

Dear Prospective Bidder:

You are invited to submit a proposal for the above subject RFP for the World Health Organization (WHO) unit Public Health Innovation and Intellectual Property (PHI) in accordance with the attached documents:

File Name	Description
RFP_2015_HIS_PHI_001_Cover Letter.pdf	This document
RFP_2015_HIS_PHI_001.doc	RFP
RFP_2015_HIS_PHI_001_Confidentiality.doc	Confidentiality Undertaking
RFP_2015_HIS_PHI_001_Acknowledgement.doc	Acknowledgment Form
RFP_2015_HIS_PHI_001_Acceptance_Form.doc	Acceptance Form
RFP_Questions_from_Bidders.xls	Questions from Bidders

TIMELINE

1) **No later than Friday Friday 6 February 2015**, the bidder shall complete and returned by email or fax to WHO:

- a) The enclosed *RFP_2015_HIS_PHI_001_Acknowledgement.doc* form signed as confirmation of the bidder's intention to submit a *bona fide* proposal and designate its representative to whom communications may be directed, including any addenda; and
- b) The enclosed *RFP_2015_HIS_PHI_001_Confidentiality.pdf* form signed.
 - Email for submissions of acknowledgement: **sparrowe@who.int (use subject: Bid Ref 2015/HIS/PHI/001)**
 - Fax number for submissions of acknowledgement: **+41 22 791 49 09 (Attn: E. Sparrow Bid Ref 2015/HIS/PHI/001)**

2) A prospective bidder requiring any clarification on technical, contractual or commercial matters may notify WHO via email at the following address **no later than Friday 13 February 2015.**

- Email for submissions of all queries: **sparrowe@who.int**
(use subject: **Bid Ref 2015/HIS/PHI/001**)

The WHO Responsible Officer 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. Questions are to be submitted in the format "Paragraph Number - Question."

3) **Proposals must be received at WHO at the address specified in section 4.8 *Sealing and marking of proposals* of the RFP no later than Friday 20 February 2014, 17:00 hours, Geneva time.**

4) WHO will open the proposals in the presence of a Committee formed by WHO at the Headquarters office in Geneva, Switzerland on Monday **23 February, at 11:00 am.** Each proposal will be opened during the session, each bidder will be announced and each Financial Proposal total cost will be read aloud. Bidders may wish to attend the session (at their own cost) and should inform WHO in advance via email if they plan to attend. Non-attendance has no implication on the evaluation of the bids.

5) At the discretion of WHO, selected bidders may be invited to supply additional information on the contents of their proposal during the evaluation period. Such bidders will be asked to give a presentation of their proposal (possibly with an emphasis on a topic of WHO's choice) followed by a question and answer session. The presentation would be held at WHO Headquarters in Geneva, or by videoconference/Internet, and will likely be conducted on **27 February 2015.**

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

Yours sincerely,



Erin Sparrow
Technical Officer
Public Health Innovation and
Intellectual Property (PHI)
Department of Essential Medicines
and Health Products (EMP)
Health Systems and Innovation