

Location Date

SUBJECT: Bid Ref RFP AFRO042/2019

Cover Letter

Dear Prospective Bidder:

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

Documents and Annexes	Description
Request For Proposal	Request For Proposal
Annex 1	Acknowledgment Form
Annex 2	Confidentiality Undertaking
Annex 3	Proposal Completeness Form
Annex 4	Questions from Bidders
Annex 5	Acceptance Form
Annex 6	Bidder Self-Declaration Form
Cover Letter (Optional)	Cover Letter (Optional)

1) No later than **30th July, 2019** the bidder shall complete and return by both email to WHO:

- a) The enclosed RFP **AFRO042/2019** 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 **AFRO042/2019** Confidentiality.doc form signed.
 - Email for submissions of acknowledgement: afwcongprocurement@who.int (use subject: Bid Ref **AFRO042/2019**)

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 30th July, 2019.**

- Email for submissions of all queries: afwcongprocurement@who.int (use subject: Bid Ref **AFRO042/2019**)

The WHO **Procurement 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. 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 08/08/2019, 17:00 hours.

4) WHO will open the proposals in the presence of a Committee formed by WHO at venue, date and time to be indicated to bidders. 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 will be held at WHO office, or by videoconference/Internet, and will likely be conducted on a date to be communicated to bidders.

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

Yours sincerely,

Procurement and Supply service