

**WORLD INTELLECTUAL PROPERTY
ORGANIZATION**

世界知识产权组织

**ORGANIZACIÓN MUNDIAL
DE LA PROPIEDAD INTELECTUAL**



**ORGANISATION MONDIALE
DE LA PROPRIÉTÉ INTELLECTUELLE**

المنظمة العالمية للملكية الفكرية

**ВСЕМИРНАЯ ОРГАНИЗАЦИЯ
ИНТЕЛЛЕКТУАЛЬНОЙ СОБСТВЕННОСТИ**

March 10, 2010

Dear Sir or Madam,

1. We are pleased to invite you to submit a proposal for the provision of clerical and administrative resources for the World Intellectual Property Organization (WIPO), as described in the attached Terms of Reference (Annex III).
2. To enable you to submit a proposal, please find attached:
 - (a) Annex I: Instructions for the submission of your proposal;
 - (b) Annex II: Submission requirements and additional information;
 - (c) Annex III: Terms of Reference;
 - (d) Annex IV: Price Schedule;
 - (e) Annex V: WIPO General Conditions ;
 - (d) Annex VI: Officials-Not-to-Benefit and Third-Party Declaration;
 - (e) Annex VII: Non-disclosure Agreement for Non-Treaty Data Access by Member States and External Users;
 - (f) Annex VIII: Information Security Agreement
 - (f) Annex IX: Letter of Acknowledgement.

Yours sincerely,

[signature on file]

Jaime Sevilla
Director
Procurement and Travel Division