

## **Request for Proposals n° PTD/10/006**

### **Annex I - Instructions for the submission of your proposal**

#### **Proposal Submission Format and Date**

1. Your proposal shall be prepared in English.
2. Your offer shall include the following documents:
  - Annex IV – Price Schedule, duly completed and signed;
  - Annex VI – Officials-Not-to-Benefit and Third Party Declaration, duly completed and signed; and
  - Your proposal in accordance with paragraph 11 of this Annex.
3. Your proposal shall be prepared in **duplicate** with one marked "**Original**" and the other marked "**Copy**". In the event of any discrepancy between them, the original shall govern.
4. The original and the copy may be put together in one envelope. The proposal shall be **sealed** in one outer envelope, as detailed below. The outer envelope must be addressed as follows:

**Request for Proposals n° PTD/10/006**

**CONFIDENTIAL – NOT TO BE OPENED**

World Intellectual Property Organization (WIPO)  
Mr. Jaime Sevilla  
Procurement and Travel Division  
34, chemin des Colombettes  
1211 Geneva 20  
Switzerland

5. Please note that for security reasons all envelopes that are not addressed in accordance with the above-mentioned instructions are likely to be opened by WIPO security and, consequently, in such event, WIPO disclaims any responsibility for maintaining the confidentiality of the bid.

/...

6. **Proposals must be received by WIPO at the above address on or before March 31, 2010. Any proposal received after the deadline will not be considered.** WIPO may, at its discretion, extend the deadline for the submission of proposals in accordance with paragraph 7 of Annex II.

**Facsimile proposals, E-mail proposals or proposals that are not duly signed are not acceptable and will not be considered.**

### **Vendor Queries**

7. Queries concerning the technical, legal or commercial aspects of this RFP should be sent by E-mail, indicating as the subject “**RFP N° PCD/10/006**” to the following address:

***procurementSP@wipo.int***

8. Queries must be received by WIPO at the above addresses **on or before March 19, 2010**. A consolidated and anonymous list of all queries received, together with WIPO’s answers, will be communicated to all invited bidders via fax and e-mail and/or regular post mail.

9. Due to the tight time schedule WIPO will not be in a position to respond to a second round of queries.

### **Letter of Acknowledgment and Intent to Bid**

10. We would appreciate it if you could inform us of the following:

- (a) whether or not you intend to submit a proposal, and
- (b) name, fax number and e-mail address of a contact person

by completing the attached Annex IX - Letter of Acknowledgement and returning it to us by fax at (+41-22) 338 82 10 or by e-mail at the following address:

***procurementSP@wipo.int***

## **Content of your proposal**

11. Your proposal should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

### **Technical Component**

(a) **Your Firm's Qualifications and Financial Stability**

A brief description of your firm's qualifications providing:

(i) a description of your experience in carrying out assignments of a similar nature, and (ii) references to recent experiences on projects of a similar nature. You should also provide information that will facilitate our evaluation of your firm's substantive reliability and financial and managerial capacity to provide the services. WIPO reserves the right to gather same information from any other source that may be deemed relevant.

(b) **Your Firm's Understanding of the Requirements for Services.**

Include any assumptions, as well as comments on the definition of tasks, support documentation and proposed time schedules as indicated in the Terms of Reference and other annexes, or as you may otherwise believe to be necessary.

(c) **Proposed approach and methodology for carrying out the tasks related to WIPO requirements.**

(d) **Proposed contractor's personnel who will be involved in executing the contract. Please indicate/include:**

1. Area of relevant technical expertise,
2. Experience with similar assignments,
3. Physical location of person,
4. Languages spoken,
5. Availability of the person

**Detailed CVs of the Contractor's personnel should be attached to the response.**

## Financial Component

12. Your financial offer must be quoted in **Swiss francs** (excluding VAT) and in accordance with the attached **Annex IV – Price Schedule**. Your financial offer should not contain any clause linking those prices to any future fluctuation of the exchange rate between the Swiss francs and another currency for the services indicated under the Terms of Reference (see Annex III).

13. WIPO reserves the right to reject all offers that are not in conformity with this requirement. **In addition, your financial offer shall have a cover letter wherein your firm/institution's authorized representative confirms and signs the financial offer and the period of its validity.**

14. Please note that WIPO does not accept contracts or other form of undertaking which require a payment or payments on account, in advance of the delivery of products or the performance of services, except where normal commercial practice or the interests of WIPO so require. Should your offer include any form of advanced payment a specific justification would be required.