

Annex I - Instructions for the submission of your proposal

Request for Proposals n° PTD/10/037

Proposal Submission Format and Date

1. Your proposal shall be prepared in English.
2. 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.
3. 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/10/037

CONFIDENTIAL – NOT TO BE OPENED

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

4. 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.
5. **Proposals must be received by WIPO at the above address on or before September 21, 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

6. Queries concerning the technical, legal or commercial aspects of this RFP should be sent by E-mail, indicating as the subject “**RFP N° PCD/10/037**” to the following address:

procurementSP@wipo.int

7. Queries must be received by WIPO at the above addresses **on or before August 6, 2010**. A consolidated and anonymous list of all queries received, together with WIPO’s answers, will be published on WIPO’s Procurement website (<http://www.wipo.int/procurement/en/pcs.html>). Please check this website regularly.

8. 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

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

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

by completing the attached Annex X - 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

Technical Component

10. Please **refer to Annex IV – Response Requirements** which contains detailed instructions on the form and content of the technical component of your proposal.

Financial Component

11. Please **refer to Annex V – Price Schedule** which contains detailed instructions on the form and content of the financial component of your proposal.