

July 14, 2010

Dear Sir or Madam,

1. We are pleased to invite you to submit a proposal for the provision of tools to assess, match, correct and enrich National Collections bibliographic data under the National Collections Data Quality Improvement Project of 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 and content of your proposal;
  - (b) Annex II: Submission requirements and tender conditions;
  - (c) Annex III: Terms of Reference;
  - (d) Annex IV: Response requirements
  - (e) Annex V: Price Schedule
  - (f) Annex VI: WIPO General Conditions ;
  - (d) Annex VII: Officials-Not-to-Benefit and Third-Party Declaration;
  - (e) Annex VIII: Non-disclosure Agreement for Non-Treaty Data Access by Member States and External Users;
  - (f) Annex IX: Information Security Agreement
  - (g) Annex X: Letter of Acknowledgement.

Yours sincerely,

*[signature on file]*

Giorgio Fraternali  
Deputy Director  
Procurement and Travel Division