



UNITED NATIONS
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27 January 2011

Dear Sir/Mesdames,

SUBJECT: INVITATION TO BID – SUPPLY AND DELIVERY OF DESKTOP COMPUTERS FOR UNITED NATIONS UNIVERSITY INSTITUTE FOR SUSTAINABILITY AND PEACE (UNU-ISP)

Reference: UNU-ISP/ITB/001/2011

1. The United Nations University hereby solicits your bid for the above subject, in accordance with this document and the annexes attached. Bids are required to be submitted to the United Nations University (UNU) no later than **7 February, 2011 at 14:00 hours**.
2. This Invitation to Bid (ITB) consists of this document and the following annexes:

Annex A	Annex A-1:	Specifications Requirements
	Annex A-2	Bid Form
Annex B:	Terms and Conditions to Bid	
Annex C:	Acknowledgement Letter	
Annex D:	General Conditions of Purchase Order	
3. Bidders are required to complete and submit the duly completed Bid Form (Annex A-2) in English) and submit to the UNU by **7 February 2011 at 14:00 hours**.
4. Bid Forms should be submitted to the UNU by any one of the methods outlined below.
 - a. Delivery by hand

Your bid may be submitted by hand to the following address in a sealed envelope/package clearly marked and addressed as follows:

United Nations University
Attention: Bid Opening Unit, Registry
53-70, Jingumae 5-chome,
Shibuya-ku, Tokyo 150-8925

Ref: UNU-ISP/ITB/001/2011
Procurement Unit

Closing Date & Time: 7 February 2011 14.00 hrs
<Name of Your Company>

The envelope of your bid must clearly indicate ITB number as indicated above, date and closing time and name of your company so that the UNU can identify your bid at the time of receipt.

It is the exclusive responsibility of the bidders to ensure that the sealed envelope containing the Bid Form reaches the above address before the closing time and date so that it is time stamped and acceptable for opening. Bids must be delivered to the UNU during working hours from 9:30 a.m. to 5:30 p.m. Monday through Friday except for United Nations holidays. Delivery to any other United Nations office location will be at the risk of bidders and will not constitute timely delivery. Written proof of receipt will not be given unless a Postal/Courier service receipt or other form of receipt is presented for signature by the United Nations University.

Bids received after the closing date and time will be rejected.

b. Delivery through Courier Service

Same procedure as Delivery by Hand

c. Delivery through Secured E-mail

Your bid may be submitted by e-mail to the following secured e-mail address: bids@unu.edu. Any offers/bids sent to any other email address will be disqualified. Bids received after the closing date and time will be rejected.

It is the exclusive responsibility of the bidders to ensure that the email containing the Bid Form is received at the above secured email address before the closing time and date.

Delivery of Bid Form by facsimile is NOT acceptable.

5. A public opening of bids will take place on **7 February, 2011** at **14.00 hours** in the Registry Office of the United Nations University. Companies submitting bids are welcome to send one (1) representative with proper authorization to observe the opening of bids received.
6. You are kindly requested to return the attached Annex C — Acknowledgement Letter duly signed by an authorized representative to the United Nations University via facsimile +81 (0)3-3499-2828 or by e-mail to lee@unu.edu advising whether or not your company intends to submit a bid prior by **3 February, 2011**. Please indicate the reason if you do not intend to submit a bid at this time.
7. For queries on this ITB, please contact the Procurement Officer in writing at facsimile no. +81 (0)3-3499-2828 or by e-mail to lee@unu.edu latest by **3 February 2011**. A comprehensive reply to all questions will be sent to all vendors soonest possible thereafter. Bidders are reminded that this facsimile number may be used only to send queries and acknowledgement letter requested in paragraph 6 above. Bids must NOT to be sent to this facsimile number.



Angela Lee
Procurement & Administrative Officer
United Nations University