

# INTERNATIONAL TELECOMMUNICATION UNION

*General Secretariat*



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Ref: IS-L-163/05  
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Subject: Call for Bids No. 163/05 - Procurement Tools and Travel Management

Dear Sir/Madam,

The International Telecommunication Union has recently decided to implement two major projects. To carry out these projects, ITU intends to recruit one (or more) external consultancy firm(s). The scope of the work includes:

Project 1: Design, development and delivery of an SAP-based procurement system;

Project 2: Design, development and delivery of an SAP-based travel management system.

I take pleasure in hereby inviting you to submit a bid for each of the above-mentioned projects. It should be noted that ITU will evaluate the proposals on a per project basis and, therefore, reserves the right to select one or more consultancy firms to implement the projects.

If your firm intends to submit a bid, in conformity with the detailed stipulations fixed in Annex 5 hereto, your firm's bid must reach the ITU Communications Service no later than Monday, 16 January 2006 at 17:00 hours (Geneva time). There will also be an opportunity (optional, and at the bidders expense) to present the bid, in Geneva.

The target period for the start of the work is 6 March 2006, but this could be brought forward by mutual agreement. Potential bidders should take this possibility into account when preparing their bid and assigning staff.

In order to prepare and submit your bid, you are invited to carefully study the documents contained in the enclosed CD-ROM:

Annex 1: Terms of Reference for the design, development and delivery of an SAP-based procurement system

Annex 2: Terms of Reference for the design, development and delivery of an SAP-based Travel management system

Annex 3: Essential information to Bidders concerning ITU's technical environment

Annex 4: ITU's General Conditions for Contracts for Purchase of Services

Annex 5: Bidding Conditions and Procedure

In line with the call for bids, electronic versions of the above documents can be found in a dedicated website <http://www.itu.int/osg/is/Res1243Project/>. In order to access the protected website, you have been allocated the following personal and confidential account:

Username: [to be specified]

Password: [to be specified]

Responses to bidders' questions will be made available on this website.

Yours faithfully,

For the International Telecommunication Union

Roberto Blois  
Deputy Secretary-General

Enc. As mentioned