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FROM THE AMERICAN PEOPLE

RFTOP Issuance Date: July 6, 2009
Deadline for Questions: July 15, 2009 (COB Washington DC time)
RFTOP Closing Date: August 6, 2009 (COB Washington DC time)

To: HIV/AIDs – AIDSTAR Sector I – Technical Assistance IQC holders

Subject: Request for Task Order Proposal (RFTOP) No. 391-09-024
Pakistan HIV/AIDs Prevention Program

Reference: HIV/AIDs – AIDSTAR Sector I – Technical Assistance IQCs:
Family Health International (GHH-I-00-07-00043-00)
JHPIEGO Corporation (GHH-I-00-07-00055-00)
Management Sciences for Health (GHH-I-00-07-00058-00)
John Snow, Inc. (GHH-I-00-07-00059-00)
PATH (GHH-I-00-07-00061-00)
Population Services International (GHH-I-00-07-00062-00)
Research Triangle Institute (GHH-I-00-07-00063-00)

Dear AIDSTAR Sector I IQC holders:

USAID/Pakistan would like to invite you to submit proposals under HIV/AIDs – AIDSTAR Sector I – Technical Assistance IQCs. This proposal is aimed to address the Mission's requirement for Pakistan HIV/AIDs Prevention Program as described in the attached Request for Task Order Proposal (RFTOP).

USAID/ Pakistan plans to award a Cost Plus Fixed Fee (CPFF) Completion Type Task Order with an approximate total estimated cost of \$15,000,000. USAID reserves the right to make more than one award if determined to be in the best interest of the Government. Revealing the cost range for the award does not mean that Offerors should necessarily strive to meet the maximum amount. The Offeror must propose costs that it believes are realistic and reasonable for the work. Please note that this RFTOP is being provided to all HIV/AIDs – AIDSTAR Sector I – Technical Assistance IQC holders under the fair opportunity procedures prescribed in the IQC.

You are requested to provide this office with a technical and cost proposal for achieving the results set forth in the attached Statement of Work by the above mentioned closing date. It is the Offeror's responsibility to ensure that all necessary documentation is received on time and complete. Offerors should retain for their records copies of all enclosures that accompany their proposals.

The proposal preparation and submission instructions are provided in Section L. The evaluation criteria are provided in Section M.

Questions regarding this RFTOP are due no later than **July 15, 2009 (COB Washington DC time)** and shall be submitted electronically by e-mail to Nataliya A. Holl (nholl@usaid.gov) and to Nadeem Yusuf at nyusuf@usaid.gov Answers to the Questions that would benefit all Offerors, will be issued as an amendment to this RFTOP.

Proposals are due no later than **August 6, 2009 (COB Washington DC time)** and shall be submitted electronically by e-mail by this date with attachments up to 2MB limit per email. Proposals received after this deadline **will not be considered**. In addition, the actual proposals should be delivered to the following addressee, by DHL, submitted to DHL no later then above deadline. Proposals should be submitted in sealed envelopes with the name and address of the contractor and the number of the RFTOP on the envelope; telegraphic or fax applications **are not authorized** for this RFTOP and will not be accepted.

Nataliya A. Holl
Contracting and Agreement Officer
Office of Acquisition and Assistance
USAID/Pakistan
Diplomatic Enclave, Ramna 5
Islamabad, Pakistan

This request does not constitute an award commitment on the part of the U.S. Government nor does it commit the Government to pay for any costs incurred relative to the preparation and submissions of proposals. This letter in no way obligates USAID to award the proposed Task Order, nor does it commit USAID to pay any costs incurred in the preparation and submission of the requested information.

In addition, USAID cannot award the TO contemplated by this RFTOP until funds have been appropriated, allocated and committed through internal USAID procedures. While it is anticipated that these procedures will be successfully completed, potential contractors are hereby notified of these requirements and conditions for the award. Contractors therefore submit proposals at their own risk.

Please acknowledge receipt of this RFTOP to Mr. Nadeem Yusuf via email nyusuf@usaid.gov.

Thank you for your consideration of this USAID initiative. We look forward to your organization's participation.

Sincerely,

Nataliya A. Holl
Contracting Officer
USAID/Pakistan

Attachment: Request for Proposal 391-09-024