



**ORGANIZACION DE LOS ESTADOS AMERICANOS
ORGANIZACAO DOS ESTADOS AMERICANOS
ORGANISATION DES ETATS AMERICAINS
ORGANIZATION OF AMERICAN STATES**

17th Street and Constitution Avenue, N.W. Washington, D.C. 20006-4499

SAF/OPS/011/09

February 20, 2009

Ref.: BID 01/09 – Editing, Production, Publication
and Distribution Services for the CIP Magazine
Inter-American Committee of Ports

To Whom It May Concern:

The General Secretariat of the Organization of American States (“GS/OAS” or “Owner”) is a public international organization with headquarters in Washington, D.C., USA. GS/OAS’ Office of Procurement Services (“OPS”) on behalf of GS/OAS’ Secretariat of the Inter-American Committee of Ports (“GS/OAS/CIP”), is soliciting price proposals from qualified firms to provide off-site editing, production, publication and distribution services for three (3) English/Spanish issues per year of the CIP Magazine, for a period of two (2) years, with an option to renew for another two (2) years.

Your company is cordially invited to participate in the bidding process pursuant to this Request for Proposal (“RFP”) for Bid 01/09, which also includes the General Terms and Conditions and Technical Specifications that are attached hereto.

All bid proposals that comply with the terms of this Bid Invitation will be considered.

The GS/OAS by this solicitation does not commit itself to pay any costs that may be incurred by the bidders in the preparation or submission of bids. All proposals received will be analyzed and evaluated, and ranked according to the following criteria: (a) whether bidder's technical proposal meets or exceeds the RFP requirements; (b) bidder's approach and the thoroughness and completeness of its proposal; (c) bidder’s references; (d) bidder’s financial stability; and, (e) its proposed price.

Your company’s bid proposal must state that it is valid for at least ninety (90) days as of the closing date of this RFP. This must be stated on the Bid Price Proposal.

The Package containing your company’s bid proposal must be labeled: **"GS/OAS BID No 01/09 – EDITING, PRODUCTION, PUBLICATION AND DISTRIBUTION SERVICES FOR THE CIP MAGAZINE OF THE CIP/OAS - DO NOT OPEN"**, along with the bidding company’s name for identification purposes.

The Package shall be delivered to:

The General Secretariat of the Organization of American States
Office of Procurement Services
General Secretariat Building,
1889 F Street, N.W., 4th Floor,
Washington, D.C. 20006

All bid proposals must be received by the GS/OAS no later than close of business ("COB") **5:30 p.m. EST on Friday, March 13, 2009**. Late responses shall not be accepted.

Bid proposals are also to be sent by electronic mail in PDF format to the attention of Ms. Pamela Mumuni at OASBIDSubmit@oas.org with copies to mhaugaard@oas.org.

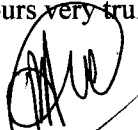
Please note that the GS/OAS reserves the right to reject any or all bid proposals, to award partial bids, and to make an award of contract to other than the lowest bidder. The GS/OAS further reserves the right to accept the lowest bid proposal without additional written or oral negotiations with other bidders.

We believe that this letter and its attachments provide you with the general specifications and related information necessary for you to submit a proposal. However, in the event that your company desires additional information and/or clarification, please address your questions to the attention of Ms. Pamela A. Mumuni by e-mail at: OASBIDSubmit@oas.org with a copy to mhaugaard@oas.org or via fax at (202) 458-6401.

This RFP is also being posted on the Organization of American States' Web Site, www.oas.org, under Resources - Procurement Notices and on the dgMarket Web Site, www.dgmarket.com, under Tenders.

We appreciate your giving consideration to this Bid Invitation, and look forward to receiving your proposal.

Yours very truly,



Pamela A. Mumuni
Director

Office of Procurement Services

Attachments:

Technical Specifications and General Terms and Conditions