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United States of America

## Organization of American States

P. 202.458.3000  
[www.oas.org](http://www.oas.org)

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SAF/OPS/052/09

July 21, 2009

Ref.: BID 11/09 – Third Party Administrator of the  
Academic Studies Scholarship Program of the  
Organization of American States  
Department of Human Development

To Whom It May Concern:

The General Secretariat of the Organization of American States (GS/OAS), through its Office of Procurement Services (OPS), cordially invites you to participate in the above referenced bidding process to conduct third party administrator services for the academic studies scholarship program of the Organization of American States (OAS).

Please find attached the Request for Proposal (RFP) for Bid 11/09, which includes the instructions for the preparation and submission of the proposals, the rules that govern the bidding process, the Terms of Reference, and the Contractual Terms and Conditions.

All proposals must be received by the GS/OAS no later than close of business (“COB”) **5:30 p.m. EST on Tuesday, August 25, 2009.**

This invitation and the attached RFP are also being posted at the OAS Web Site ([www.oas.org](http://www.oas.org)) under Resources - Procurement Notices, and at the dgMarket Web Site ([www.dgmarket.com](http://www.dgmarket.com)) under Tenders.

We appreciate in advance your giving consideration to this invitation, and look forward to receiving your proposal.

Sincerely,

Chet Neymour  
Director

Office of Procurement Services

Attachments:  
Request for Proposals