



# REQUEST FOR PROPOSALS

## IAS 2023: Data roaming & devices

### Summary

This request for proposals (RFP) is intended for potential suppliers capable of providing devices and data roaming for IAS 2023, the 12th IAS Conference on HIV Science, which takes place in Brisbane, Australia, from 23 to 26 July 2023.

### Proposal submission deadline: 17 April 2023

1. No proposals will be considered after the appointed deadline.
2. An electronic version of the proposal is required.
3. Incomplete proposals will not be considered.

### Submit your complete proposal to:

Raphaëlla Montandon

Project Manager, Scholarships

Email: [raphaella.montandon@iasociety.org](mailto:raphaella.montandon@iasociety.org)

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The request for proposals (RFP) consists of the following parts:

1. Background
2. Project overview
3. Proposal selection process

Upon receipt, we will evaluate all complete proposals.



## Background

### a) IAS – the International AIDS Society

IAS – the International AIDS Society – convenes, educates and advocates for a world in which HIV no longer presents a threat to public health and individual well-being. After the emergence of HIV and AIDS, concerned scientists created the IAS to bring together experts from across the world and disciplines to promote a concerted HIV response. Today, the IAS and its members unite scientists, policy makers and activists to galvanize the scientific response, build global solidarity and enhance human dignity for all those living with and affected by HIV.

The IAS also hosts the world's most prestigious HIV conferences: the International AIDS Conference, the IAS Conference on HIV Science and the HIV Research for Prevention Conference.

### b) IAS 2023

The IAS Conference on HIV Science is the world's most influential meeting on HIV research and its applications. This biennial conference presents the critical advances in basic, clinical and operational HIV research that move science into policy and practice. Through its open and inclusive programme, the meeting sets the gold standard of HIV science, featuring highly diverse and cutting-edge research. IAS 2023, the 12th IAS Conference on HIV Science, will take place in Brisbane, Australia, with an online component from 23 to 26 July 2023.

## Project overview

The IAS 2023 Scholarship Programme provides financial assistance to eligible applicants around the world to attend IAS 2023 either in person in Brisbane or virtually. The programme supports individuals who contribute to the conference programme as abstract presenters, as well as applicants who can demonstrate that they will transfer the skills and knowledge acquired at the conference to the work they undertake in their own organizations and communities. It is a key component of IAS 2023 as it increases the participation of individuals from resource-limited settings and, in turn, contributes to the global educational impact of the conference.

To provide access to IAS 2023 to as many people as possible, the conference will take place in a hybrid format, with both a virtual and in-person component. Scholarship awardees (in person or virtual) will have access to the conference (either in person or virtually).



The IAS remains committed to prioritizing accessibility support to scholarship recipients who will attend the conference virtually. To do this, the potential supplier is asked to provide a proposal for the following:

- Providing SIM cards preloaded with data that is estimated to be sufficient to cover a minimum of seven to a maximum of 10 days for the virtual conference (23-26 July) and pre- and post-conference.
- Dispatching the devices and SIM cards to all scholarship recipients by 14 July 2023
- Pairing a low-cost, compatible device (phone or tablet) with the SIM card as required
- Providing a dispatch service to each delegate across the countries where delegates require accessibility support
- Creating a support service during the conference to top up data when required.

The supplier shall provide a detailed cost breakdown based on the scope of the project defined in this RFP, including any licence or third-party fees, staffing costs and any other services and requirements mentioned in this document.

#### **a) Sponsorship**

The supplier should identify where it might be possible to place advertisements on the device, SIM cards, network or elsewhere. The supplier should be able to identify the cost of placing advertisements.

#### **b) Currency**

All prices should be given in US dollars and must be final 2023 prices.

#### **c) RFP: Proposal and final agreement**

The proposal should be based on the scope defined in the RFP (this document). The supplier should clearly specify the methods, timeline and features that their company would be able to provide.

If the supplier is selected, the RFP and the proposal will constitute part of the final agreement. Apart from standard contractual arrangements, the final agreement will contain only deviations, additions and/or clarifications of the proposal and the RFP. The final agreement will be based on the IAS standard agreement with suppliers.

#### **d) Confidentiality**



The IAS will not give out any information or share any proposals received during the bidding process. The supplier, or any subcontractor of the supplier, shall not give out any information (including this document and all related documents) received during the bidding process to a third party without the prior written consent of the IAS.

The selected supplier will have to start with the preparations for shipment as soon as the contract is signed. The IAS will provide the selected supplier with a list containing all scholarship recipients' information, categorized into three groups: "only data", "data and device" and "only device".

## Proposal selection process

The deadline for proposals is 17 April 2023. The selected organization will be notified no later than 27 April 2023.

Please provide a detailed:

- Description of the devices and products you can provide; illustrate your descriptions with visuals and examples you have already delivered
- Project timeline outlining the start dates, activities to be carried out and deliverables
- Proposed budget
- Completed "Supplier overview" document

Please use the following data for your quote:

1. **Out of 40 estimated scholarship recipients who require support:**
  - 50% are eligible for device + data support
  - 45% are eligible for only data support
  - 5% require mobile top-up as data support
2. **Estimated geographical distribution**
  - Africa: 70%
  - Latin America and Caribbean Islands: 8%
  - Asia and Pacific Islands: 20%
  - Europe: 1%
  - USA and Canada: 1%



Proposals will be evaluated against the following criteria: quality, cost effectiveness, timeline and feasibility of the overall project.