

INVITATION TO BID (ITB)

Storage and Archiving

1. The International Maritime Organization (IMO) seeks proposals from qualified companies for the provision of the supply and maintenance of Multi-Functional Devices, in accordance with the requirements, terms and conditions stipulated herein.
2. This Invitation to Bid (ITB) consists of this document and the following annexes:
 - Annex A: Instruction to Bidders
 - Annex B: IMO General Contract Conditions- Goods Services - <https://www.imo.org/en/About/Procurement/Pages/Key-Documents.aspx>
 - Annex C1: ITB 10027986 - Storage and Archiving - Terms of Reference
 - Annex C2: ITB 10027986 - Storage and Archiving - Technical Response Form
 - Annex D: ITB 10027986 - Storage and Archiving - Financial Response Form
 - Annex E: Vendor Registration Form - <https://www.imo.org/en/About/Procurement/Pages/Vendor-registration.aspx>
3. In submitting a proposal, the Proposer accepts in full and without restriction the requirements of this ITB including the **Terms of Reference and the IMO General Conditions for Goods and Services** as the sole basis of this tender process, and waives his own conditions of sale, whatever they may be.
4. Proposals must be received by the IMO no later than **Thursday 21 September 2023, 12:00 hours noon (UK time)**. Proposals received after the designated time will be automatically rejected. Proposals are to be transmitted online via the IMO procurement portal, using the unique link in the invitation email, stating the ITB reference in the subject line. Submission of proposals by other means is not accepted.

To receive the complete ITB 10027986 documentation interested bidders are advised to contact procurement@imo.org – with SUBJECT title: Request for ITB 10027986.