

**INVITATION TO BID (ITB)****MANUFACTURE, SUPPLY AND INSTALLATION OF MOVEABLE AND FIXED CHAIRS  
(CR 9 and 10)**

The International Maritime Organization (IMO) hereby solicits your bid for the “Manufacture, supply and installation of moveable and fixed chairs for conference room (CR) 9 and 10” under the Lot system/basis, in accordance with the requirements, terms and conditions stipulated herein.

2. This Invitation to bid (ITB) consists of this document the following annexes:

Annex A:	Instruction to Bidders
Annex B:	IMO General Conditions of Contract (IMO Terms and Conditions) – available on IMO website: <a href="https://www.imo.org/en/About/Procurement/Pages/Key-Documents.aspx">https://www.imo.org/en/About/Procurement/Pages/Key-Documents.aspx</a>
Annex C:	Terms of Reference (TOR) for the manufacture, supply and installation of moveable and fixed chairs for Conference Room (CR) 9 and 10 (LOT A and B)
Annex C.1:	Technical Response Form (LOT A)
Annex C.1a:	Technical Response Form (LOT B)
Annex D:	Financial Response Form (LOT A)
Annex D1:	Financial Response Form (LOT B)
Annex E:	Vendor Form – available on IMO website: <a href="https://www.imo.org/en/About/Procurement/Pages/Vendor-registration.aspx">https://www.imo.org/en/About/Procurement/Pages/Vendor-registration.aspx</a>
Annex F:	Site Inspection Form (LOT A and B)
Annex G:	Photos of fixed seat mounting assembly

3 In submitting a Bid, the bidder accepts in full and without restriction the requirements of this RFP including the Terms of Reference and the IMO General Conditions (Good and Services) as the sole basis of this tender process, and waives his own conditions of sale, whatever they may be. **Bidders should not submit a Bid if they are unable to accept the IMO Terms and Conditions, as per Annex B.**

4 Bids must be received by the IMO no later than **Monday, 22 October 2024, 12:00 hours noon, UK time.** Bids are to be transmitted online via the IMO procurement portal, using the unique link in the invitation email, stating the bid reference in the subject line. Bids received after the designated time will be automatically rejected. Submission of bids by other means is not accepted.

**5 Site inspection (Mandatory Requirement)**

Please note that the site visit is **mandatory**. Bidders not attending the site visit will NOT be considered for further evaluation and bids will be rejected.

IMO Procurement will arrange two (02) organized site visits at various times as below.

	Site Visit 1	Site Visit 2
<b>Location</b>	International Maritime Organization (IMO) 4 Albert Embankment, London SE1 7SR	
<b>Site Visit Modality:</b>	Mandatory	
<b>Date:</b>	Monday, 14 <sup>th</sup> October 2024	Tuesday, 15 <sup>th</sup> October 2024
<b>Time:</b>	12:00 – 02:00 pm	12:00 – 02:00 pm

The site visit is aimed to provide the bidders the opportunity to have a better understanding of the requirement /Scope of work before sending the formal bid to IMO. Bidders to raise any technical questions after the site visit via e-mail to IMO Procurement.

Bidders are advised to attend the site visit (at their own cost and responsibility). Arrangements have been made for the site visit to be held as per the above times. Bidders will be required to sign an attendance form. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

For the arrangement, please see below IMO focal point email:

The IMO focal point for the arrangement is:

Procurement Team, IMO  
Email: [procurement@imo.org](mailto:procurement@imo.org)

Bidders interested in attending the site visit must send the following information to the above-mentioned email address not later than **3:00 pm on Thursday, 10 October 2024**: Participant's Name, Nationality, ID/Passport No., Company Name.

The email subject must be "ITB-10029942- Site Visit".

To receive the complete ITB: 10029942 documentation interested bidders are advised to contact

[procurement@imo.org](mailto:procurement@imo.org) – with SUBJECT title: Request for ITB: 10029942