

INVITATION TO BID (ITB)

Provision of IT Equipment (Laptops and Docking Stations) Leasing

1 The International Maritime Organization (IMO) hereby solicits your bid for the Provision of IT Equipment (Laptops and Docking Stations) Leasing, 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: <https://www.imo.org/en/About/Procurement/Pages/Key-Documents.aspx>

Annex C: ITB 10027378 - Provision of IT Equipment (Laptops and Docking Stations) Leasing - Terms of Reference

Annex C.1: ITB 10027378 - Provision of IT Equipment (Laptops and Docking Stations) Leasing - Technical Response Form

Annex C.2: ITB 10029356- Provision of IT Equipment (Laptops and Docking Stations) Leasing - Technical Compliance Form

Annex D: ITB 10029356- Provision of IT Equipment (Laptops and Docking Stations) Leasing - Financial Response Form

Annex E: Vendor Form – available on IMO website:

<https://www.imo.org/en/About/Procurement/Pages/Vendor-registration.aspx>

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 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 proposal 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 **Wednesday, 22 May 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.

To receive the complete ITB: 10029356documentation interested bidders are advised to contact procurement@imo.org – with SUBJECT title: Request for ITB: 10029356