

INVITATION TO BID (ITB)**REFURBISHMENT AND EXTENSION OF THE BASEMENT SHOWER FACILITY**

1. The International Maritime Organization (IMO) hereby solicits your bid for the Refurbishment and Extension of the Basement Shower Facility, 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 10029438 - Refurbishment and Extension of the Basement Shower Facility - Schedule of Requirements and Technical Specifications

Annex C.1: ITB 10027378 - ITB 10029438 - Refurbishment and Extension of the Basement Shower Facility - Technical Response Form

Annex D: ITB 10029438 - Refurbishment and Extension of the Basement Shower Facility - Financial Response Form

Annex E: Vendor Form – available on IMO website:

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

Annex F: Site Inspection Form

Other: Engineering and Design Documents

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 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, 10 June 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 will arrange two site visits as follows:

	Site Visit 1	Site Visit 2
Location	International Maritime Organization (IMO) 4 Albert Embankment, London SE1 7SR	International Maritime Organization (IMO) 4 Albert Embankment, London SE1 7SR
Site Visit Modality:	Mandatory	Mandatory

Date:	Tuesday, 21 May 2023	Wednesday, 22 May 2023
Time:	11:00 am – 12:30 pm	11:00 am – 12:30 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 can raise any technical question during the site visit.

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 schedule containing date, time and location. 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

Bidders interested in attending the site visit must send the following information to the above-mentioned email addresses not later than **03:00 pm on Friday, 17th May 2024**: Participant's Name, Nationality, ID/Passport No., Company Name.

The email subject must be "ITB-10029438 - Site Visit".

To receive the complete ITB: 10029438 documentation interested bidders are advised to contact procurement@imo.org – with SUBJECT title: Request for ITB: 10029438