

**INVITATION TO BID (ITB)**

**Courier shipping for IMO Registry**

1. The International Maritime Organization (IMO) hereby solicits your bid for Courier shipping Services 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 - Services -  
<https://www.imo.org/en/About/Procurement/Pages/Key-Documents.aspx>
  - Annex C1: ITB 10027563 – Courier shipping for IMO Registry (Terms of Reference)
  - Annex C2: ITB 10027563 – Courier shipping for IMO Registry (Technical Response Form)
  - Annex D: ITB 10027563 – Courier shipping for IMO Registry (Pricing 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 Services** as the sole basis of this tender process, and waives his own conditions of sale, whatever they may be.
4. Bids must be received by the IMO no later than **Thursday 29 June 2023, 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 10027563 documentation interested bidders are advised to contact [procurement@imo.org](mailto:procurement@imo.org) – with SUBJECT title: Request for ITB 10027563.***