

Reference No. **RFP 10028661**

Date: **05 December 2023**

REQUEST FOR PROPOSAL

Provision of Publishing Services and Tools

1. The International Maritime Organization (IMO) seeks proposals from qualified companies for the provision of publishing services and tools, in accordance with the requirements, terms and conditions stipulated herein.

2. This Request for Proposal (RFP) includes the following annexes:

Annex A: Instructions to Bidders

Annex B: IMO General Contract Conditions-Services -

<https://www.imo.org/en/About/Procurement/Pages/Key-Documents.aspx>

Annex C1: Terms of Reference

Annex C1.1: Specifications of the E-Deliverables Test Files

Annex C1.2: Essential Requirements Test Files

Annex C2: Technical Response Form

Annex D: 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 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 are requested to include any deviation from the IMO Terms and Conditions, as per Annex B, in their proposal. Bidders should note they will not be permitted to submit this information at the Contract Award stage.

4. Proposals must be received by the IMO not later than **Tuesday 16th January 2024, 12:00 hours (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 RFP reference in the subject line. Submission of proposals by other means is not accepted.

To receive the complete RFP 10028661 documentation, interested bidders are advised to contact procurement@imo.org with SUBJECT title: Request for Proposal - RFP10028661.