REQUEST FOR PROPOSAL

Provision of SAP Services for SAP DATA Upload / Extraction Tool

1. The International Maritime Organization (IMO) seeks proposals from qualified companies for the provision of SAP Services for SAP DATA Upload / Extraction Tool, in accordance with the requirements, terms and conditions stipulated herein.

2. This Request for Proposal (RFP) consists of this document and the following annexes:
   - Annex A: Instruction to Bidders
   - Annex B: IMO General Terms and Conditions
   - Annex C: Terms of Reference
   - Annex D: Pricing Form
   - Annex E: Vendor Registration Form

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 Terms and Conditions as the sole basis of this tender process, and waives his own conditions of sale, whatever they may be.

4. Proposals must be received by the IMO no later than Monday, 11 May 2020, 12:00 hours. 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.

INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

General

5. The IMO intends to award a contract for maximum period of five years services for provision of SAP Services for SAP DATA Upload / Extraction Tool as described in the attached Terms of Reference, Annex C.

6. Proposers shall submit a proposal directly responsive to the terms of this tender. Proposals should include detailed information demonstrating compliance with the requirements, terms and conditions of this RFP. It is the responsibility of the Proposer to verify all aspects of the services involved prior to submitting a proposal.

7. This RFP, including its Annexes and Attachments will form part of any purchase order or contract entered into by the IMO as a result of this RFP.

Proposal Format

8. The Proposal has to be submitted in two separate parts, the technical and financial part.

9. The Technical Proposal shall address all aspects of the Terms of Reference of this RFP and should include technical solutions to problems raised in the specifications giving an answer to each of the points mentioned with regard to the methodology, deadlines and organization. The technical proposal must respond to the technical specifications and provide, as a minimum, all the information needed for the purpose of awarding a contract. The level of practical details provided in the tender will be extremely important for the evaluation of the tender.
The Financial Proposal shall contain clear, concise price information presenting all costs associated with the assignment, including but not limited to remuneration for staff, transportation, equipment and materials, insurance, surveys, etc. Prices (excl. VAT) shall be quoted in GBP.

Each part has to include the following information:

11. TECHNICAL PROPOSAL

- Company Profile:
  1. Completed and duly signed Vendor Registration Form
  2. Copy of the proposer’s registration document/license(s)
  3. Descriptive summary of the proposer’s (company’s) professional capacity and experience, including a list of services relevant to the subject of this solicitation that were provided to other clients.
  4. Three references (with names and contact details: addresses and telephone numbers) of clients to whom projects of similar size and scope were delivered.
- Proposed Personnel: Detailed CVs of proposed key personnel and potential replacement(s).
- List of all proposed sub-contractors with indication of their role and full company details (including completed and signed Vendor Forms) – if applicable.
- A Project Execution Plan and a Risk Management Plan, as indicated in Annex C.
- Other data necessary to describe the services offered.

Please note that the Technical Proposal MUST NOT contain any price or cost information.

12. FINANCIAL PROPOSAL

Completed and signed Annex D “Pricing Format”.

Currency of Bid: GBP

Since the IMO is exempt from TAXES and DUTIES, all prices are to be expressed exclusive of VAT and other taxes and duties.

Evaluation of Proposals

13. As a general rule, only tenders that are technically acceptable and that provide all the necessary evidence required in the RFP will be considered for financial evaluation. The proposals will be evaluated according to the following criteria, not necessarily listed in order of priority:

a) Demonstrated financial and managerial capability for executing the contract.
b) Proposed and methodology.
c) Proposed key personnel.
d) Detailed implementation plan demonstrating the capability to provide the required services.
e) Responsiveness to the RFP.
f) Cost comparison between responsive proposers. Only bidders that meet 75% of the maximum achievable technical points will be considered for financial evaluation.

Both quality of proposal and cost will be taken into consideration. The ratio between technical and financial proposal will be 70% to 30% respectively.

Contract Award

14. It is intended to sign a contract for the for maximum period five years services (annual renewal).

Language of Proposal

15. Proposals must be submitted in the English language and must respond in detail to the requirements set out in Annex C.
Period of Validity
16. Proposals and all price offers shall remain valid and open for acceptance for at least one hundred and twenty (120 days) from the date of closing.

Submission of Bids
17. Your proposals must be submitted through the IMO procurement portal, as described in paragraph 4 above. Proposals delivered to any other address will be rejected.

18. The Proposal must indicate the date, proposer’s name, address, and must be signed by an authorized representative of the bidder.

19. Please note that the terms set forth in this RFP, including the contents of the annexes will form part of any contract awarded by the IMO. Any such contract will require compliance with all factual statements and representations made in the bid.

20. This RFP does not commit the IMO to consider any proposal or to award a contract or to pay any costs incurred in the preparation or submission of proposal, or to procure any services from any proposer. This RFP contains no contractual offer of any kind. Any proposal submitted will be regarded as an offer by the proposer and not as an acceptance by the proposer of any offer by the IMO. No contractual relationship exists, except pursuant to a purchase order or contract document signed by the authorized representatives of both parties. The IMO reserves the right to reject any or all proposals received in response to this RFP, to split the award, and to negotiate with any of the proposers or other firms in any manner deemed to be in the best interest of the IMO.

Acknowledgement of Receipt of this RFP
21. Upon receipt of this RFP, you are kindly requested to send an email to procurement@imo.org as soon as possible, advising whether or not your company intends to submit a proposal.

Questions
23. Any questions pertaining to this RFP shall be addressed in writing, by email to procurement@imo.org no later than 20 April 2020. The IMO will notify all the invitees in writing of the questions raised and the corresponding responses. Kindly refrain from telephone calls and personal visits.

Please note that your proposal must be signed in order to be considered for award, and by submitting a proposal, proposers accept the IMO General Terms and Conditions.

Selma Bukvic
Procurement Officer
International Maritime Organization