

Date: 22 April 2022

Request for Quotation No. 2200-22

Dear Sir/Madam,

The World Meteorological Organization (WMO) hereby invites you to submit a quotation for the supply and delivery of the below stated goods/services/works in accordance with the requirements and instructions outlined in this RFQ.

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| Description |
| Implementation of a Learning Management System/e-Learning platform and related contents |
| WMO Contact Details |
| WMO Official dealing with this request: Hugo Lucas |
| E-mail: procurement@wmo.int ; hucas@wmo.int |
| Address: 7bis, avenue de la Paix, C.P. 2300 CH-1211 Geneva 2 – Switzerland |

To ensure consideration, your complete, detailed bid should be submitted by email to procurement@wmo.int by **2022-05-12 15:00:00 hours, Geneva CEST** at the latest. Bids received after the submission deadline will be invalidated.

In order to enable you to submit a bid, this RFQ contains the following sections:

- Annex A:** Terms of Reference
- Annex B:** Qualification requirements and Evaluation Criteria (to be submitted with Quotations)
- Annex C:** WMO General Conditions of Contract
- Annex D:** WMO Model Contract

This RFQ is for the supply and delivery of goods/services/works in accordance with the terms and conditions of this RFQ. The offered goods/services/works must be in compliance with the Terms of Reference specified in Annex A of the RFQ.

The terms and conditions set forth in this RFQ will form a part of any contract should WMO accept your bid. Any such contract will require compliance with all factual statements and representations made in the bid, subject to any modifications to the bid agreed to by WMO in the context of negotiations, in the event that negotiations have been entered into.

Your bid must be comprehensive and detailed. It must include information in sufficient scope and detail to allow WMO to consider whether your company/organization has the necessary capability, experience, knowledge, expertise, financial strength and capacity to supply and deliver the goods/services/works satisfactorily. Your bid shall clearly and concisely respond to all points set out in this RFQ. Any bid which does not fully and comprehensively address this RFQ may be rejected.

You should strictly adhere to all requirements of this RFQ. No changes, substitutions or other alterations to the technical specifications of requirements stipulated in this RFQ will be accepted unless approved in writing by WMO.

Nothing in or relating to this RFQ shall be deemed a waiver, express or implied, of any of the privileges and immunities of WMO.

You are invited, immediately after downloading the RFQ, to advise WMO whether you intend to submit a bid under this RFQ.

In case you have any queries or comments (“requests for clarification”) about this RFQ, please send your requests to procurement@wmo.int for consideration by WMO.

This RFQ is not to be construed in any way as an offer to contract with your company/organization.

In this project, time is of the essence. Your ability to supply and deliver the goods/services/works strictly in accordance with the time frame contained in this RFQ will be an important factor in awarding a contract.

We look forward to receiving your bid.

With kind regards

WMO Procurement Section