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**International Labour Office (ILO) Geneva**

**Request for Proposal (RFP)  
N° 03/2013**

**E-mail services Migration**

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**February 2013**



Dear Sir/Madam,

On behalf of the International Labour Office (hereinafter the "ILO"), I would like to invite your company to submit a proposal to design and deploy an infrastructure for Microsoft based communication services and the migration of the data from the existing Novell GroupWise based environment at ILO's Geneva Headquarters as described in the Statement of Work attached as Annex I (hereinafter the "Services"). This solicitation letter together with its Annexes I to IV form an integral part of the present Request for Proposals (hereinafter the "RFP"). To ensure competition, all interested bidders will receive the same RFP documentation.

In your proposal, it is essential that you strictly comply with the provisions of the RFP, particularly the attached Statement of Work and the ILO draft Contract.

You may submit a proposal to the ILO provided your company is qualified, able and willing to perform the Services specified in the RFP. Please note that your proposal must also include a signed copy of the Certification to be submitted by a Bidder in an ILO Competitive Bidding Procedure (Annex III). Participation in this RFP indicates acceptance of the terms and conditions provided in this RFP and Annexes. Failure to comply with the provisions of this RFP and Annexes may render a proposal ineligible for consideration.

## **1. Bidding Conditions**

### **1.1 Language of the Proposal, Currency Quotation of the Proposal, Tax Free Requirements, Independent Pricing Requirement and Exchange Rate Risks**

- 1.1.1. The proposal shall be submitted in English. It shall be dated and signed by the company's legal representative and bearing the official company stamp.
- 1.1.2. Prices in the commercial proposal may only be quoted in US Dollars (USD) and should be free of any taxes or duties.
- 1.1.3. A proposal containing hidden costs is liable to immediate rejection. Where a contract is executed prior to the detection of hidden costs in the proposal selected, the ILO will unilaterally suspend the contract and payments due there under, immediately upon the detection of hidden costs. Notification of such suspension will be made by registered mail or direct delivery against signed receipt.
- 1.1.4. The Bidder or an authorized official thereof shall affix his signature to each copy of the proposal pursuant to the method of its submission.

### **1.2 Bidder's Obligation to obtain Information on Risks Influencing Proposal**

In submitting its proposal, the Bidder is expected to have obtained the necessary available information as to the risks, contingencies and other circumstances that may influence or affect its proposal.

### **1.3 Clarification of RFP document**

A prospective Bidder requiring any clarification of the RFP document may notify the ILO in writing at [procurement@ilo.org](mailto:procurement@ilo.org). The ILO will strive to respond in writing via e-mail to any requests for clarification of the RFP document received by **COB on 15 February 2013**. Written copies of the organization's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders by COB 19 February 2013. Queries should be sent to ILO/PROCUREMENT via email only.

### **1.4 Confidentiality of RFP**

- 1.4.1 The information contained in this RFP is the property of the ILO. It is confidential and may not be copied, exhibited or furnished to others without the prior written consent of the ILO except in the case where the technical specifications are

required to be shown by the Bidder to its prospective Supplier(s) or Sub-contractor(s) for the sole purpose of obtaining offers relative to aspects of a Bidder's proposal. Hence prior to the execution of the contract, the successful Bidder shall furnish the ILO with any names, addresses and any other information deemed necessary by the ILO, of the Supplier(s) and Sub-contractor(s) to be used in relation to a proposal. The ILO also reserves the right to:

- (a) Independently obtain information on third party Supplier(s) and Sub-contractor(s) and to require the Bidder/Contractor to change Supplier(s) or Sub-contractor(s) should it be necessary in the interest of the ILO; and
- (b) Not to award the contract should any third party Supplier or Sub-contractor be deemed unsatisfactory or not in the best interests of the ILO. In this regard, the ILO is under no obligation to provide any justification to the Bidder/Contractor.

1.4.2 If your company has not received this RFP directly from the ILO, please inform from where it was obtained.

#### 1.5 Validity Period of the Proposal and Possible Timeframe for Signature by Bidder

1.5.1 A proposal must be in the form of a firm offer, valid at least three (3) months after the closing date stipulated in this RFP.

1.5.2 The ILO reserves the right to extend the period of validity of proposals, and to modify or exclude any of the terms of this RFP at its sole discretion. In this event, a Bidder may agree to maintain the terms of the original proposal. A Bidder who wishes to modify his/her/its proposal shall notify the ILO at least two weeks (10 working days) from the date of notification of the extension.

#### 1.6 Evaluation of Proposals

1.6.1 Submitted proposals will be evaluated by the ILO, which reserves the right of recourse to external experts for assistance in its evaluation of the proposals. The ILO may accept or reject any proposal without any obligation of justification, bearing in mind the interest of the ILO. During the process of evaluation, a Bidder may be requested by the ILO to assign an authorized official to the ILO Headquarters in Geneva in order to provide further details in relation to any aspect of the proposal concerned.

1.6.2 Submitted proposals will be evaluated on the basis of the requirements described in the Annex I.

#### 1.7 Right of Accepting or Rejecting a Proposal

This RFP contains no contractual offer of any kind. Any proposal submitted shall be regarded simply as an offer and not as acceptance to an offer made by the ILO. Hence and in accordance with standard practice, the ILO reserves the right to accept or reject any proposal prior to the award of contract. It also reserves the right to:

- (a) Negotiate with any of the bidders or other company/public service provider/individual in any manner deemed appropriate in the best interest of the ILO; and to
- (b) Negotiate and award separate or multiple contracts for the elements covered by this RFP in any combination it may deem appropriate in its sole discretion.



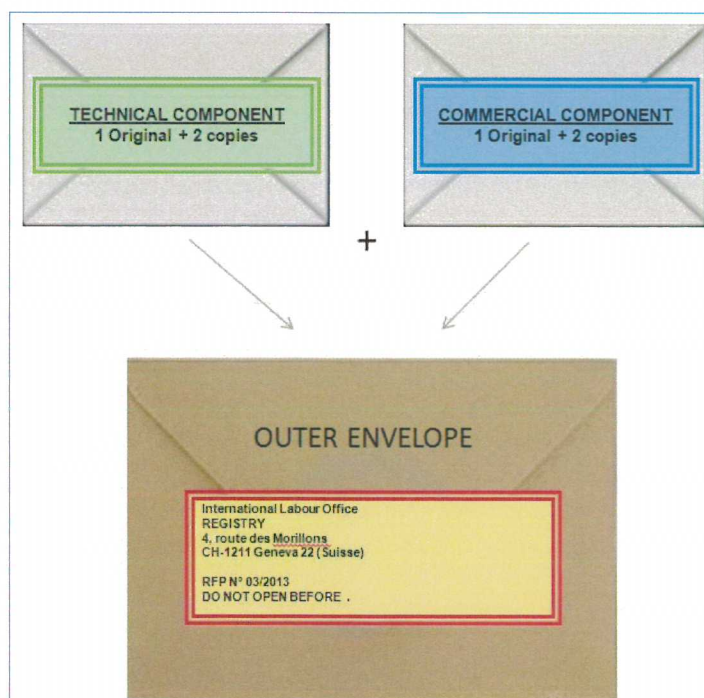
1.8 Signature of Contract by Selected Bidder: Possible Timeframe, Basis and Liability Insurance Obligations

- 1.8.1 The Bidder whose proposal has been accepted by the ILO may be required to sign a contract within 10 working days after receipt of notification of selection. The signature of a contract with the ILO will be made on the basis of the terms and conditions herein as well as the attached annexes and any agreements made during the negotiation process.
- 1.8.2 The ILO may request the successful Bidder to authorise an official to make a presentation on the selected proposal after the tender closing date.
- 1.8.3 The Contractor shall be required to provide the ILO with documentary proof of the required insurance coverage, indicated in Annex II, Terms and Conditions applicable to ILO Contracts. The Contractor also authorizes the ILO to contact any of the insurance companies for the verification of the status of the mentioned coverage.

**2. Bidding Procedures**

- 2.1 One original, signed by the company's legal representative and bearing the official company stamp, and two copies of the proposal, shall be submitted in an outer and two inner sealed envelopes, as detailed under clauses 2.2 and 2.3 below. The outer envelope shall be addressed to: International Labour Office, REGISTRY, 4, route des Morillons, CH-1211 Geneva 22 (Suisse).

**Each of the two inner envelopes shall be sealed and indicate the name and address of the Bidder. The first inner envelope shall contain the Bidder's Technical Proposal and be clearly marked "RFP N° 03/2013 Technical Proposal". The second inner envelope shall contain the Bidder's Commercial Proposal and be clearly marked "RFP N° 03/2013 Commercial Proposal". Any and all financial information shall be included only in the Commercial Proposal, which shall be prepared using the Commercial Proposal Form attached as Annex IV to this letter. No financial proposal, quotes or other related financial information should appear in the Technical Proposal.**



Note: If the inner envelopes are not sealed and marked as per the instructions in this clause, the ILO will not assume responsibility for the proposal's misplacement or premature opening.

- 2.2 For the purpose of identification, you are required to cut out and stick the label set out below on the outer envelope or package:

**International Labour Office  
REGISTRY  
4, route des Morillons  
CH-1211 Geneva 22 (Switzerland)  
RFP N° 03/2013 – E-mail services Migration  
DO NOT OPEN BEFORE 4 March 2013 (16:00 CET)**

Proposals sent by fax or E-mail are not admissible. The ILO reserves the right to reject any proposal that is not submitted in the prescribed manner.

- 2.3 **The envelope/package containing the original and two copies of the proposal must reach the ILO before 16:00 hours CET on 4 March 2013.** It is the exclusive responsibility of the Bidder that the sealed envelope/package reaches the above address before the closing date of this RFP. No excuses or extenuating circumstances will be accepted. Any proposal received after the official closing time and date will be rejected and will be returned unopened to sender.
- 2.4 The Proposal from the Bidder shall include the following 8 (eight) documents.

Submission	
1	One original and two copies of the Technical Proposal duly completed, with explicit indication of any non-compliance to the Statement of Work ( <a href="#">Annex I</a> ), stamped, signed and dated and placed into a sealed envelope marked: <b>TECHNICAL PROPOSAL</b> . The technical proposal shall be structured in accordance with the requirements described in the Chapter 7 ( <i>Bidders' Proposal</i> guidelines) of the Statement of Work. In the technical proposal Bidders must provide a summary of the key features of their proposals. This should highlight major features that differentiate their offer and add value to the ILO.
2	One original and two copies of the Commercial Proposal Form ( <a href="#">Annex IV</a> ) duly completed, stamped, signed and dated and <b>placed into a separate and sealed envelope</b> bearing the words: <b>COMMERCIAL PROPOSAL</b> . The Bidder shall indicate in the Commercial Proposal a fixed price quote for the assignment, together with an estimate of any out of pocket expenses.
Certifications <sup>1</sup>	
3	Certificate of registration with the Business Registration Office in the location of the Bidder.
4	Certificate(s) confirming that obligations relating to the payment of social security contributions and/or the payment of taxes in accordance with the legal provisions of the country in which the Bidder is established, have been fulfilled;
5	The proof of declaration and payment of taxes, fees and social security contributions should indicate the state of affairs at the end of the previous fiscal year, bearing the statement "certified true copy", and the date and the signature of a person authorized to represent the company.
6	Extract from the registry of the applicable Court(s) or other entities that the Bidder is not subject to any current legal proceedings.

<sup>1</sup> To be submitted with the Technical Proposal.





7	Declaration from the Bidder that it adheres to the collective agreements of the industry or branch it belongs to.
8	Signed certification to be submitted by a Bidder in an ILO Competitive Bidding Procedure ( <u>Annex III</u> ).

**The absence or non-validity of any document may disqualify a Bidder.**

You will be informed in due course of time whether your proposal has been selected. The ILO however is not obliged to provide explanations or reasons for its selection.

We would be grateful to receive an e-mail acknowledging receipt of this invitation indicating whether you intend to submit a proposal or not.

We look forward to receiving your proposal by the closing date.

Geneva, 8 February 2013

Yours faithfully,

A handwritten signature in blue ink, which appears to read 'B. Christmann', is positioned above the printed name.

Barbara Christmann  
Lead Buyer  
ILO/PROCUREMENT

Enclosed:

- Annex I:** Statement of Work
- Annex II:** Draft Contract and ILO Terms and Conditions applicable to ILO Contracts
- Annex III:** Certification to be submitted by a Bidder in an ILO Competitive Bidding Procedure
- Annex IV:** Commercial Proposal Form