

REQUEST FOR QUOTATION

2023-43/AK

ITC MEDIA MONITORING TOOL

18 September 2023

The International Trade Centre (ITC), a joint subsidiary organ of the United Nations and the World Trade Organization, hereby invites you to submit an Offer to this Request for Quotation (RFQ) for the above subject. Offers are required to be received by ITC **via In-Tend** no later than **18 October 2023** before midnight, Geneva time (the Closing Date).

This RFQ consists of this letter, the subsequent instructions, and the following annexes:

Annex A: UN/ITC Conditions of contract for the provision of services (please sign)

Annex B: Terms of references

We look forward to your offer and thank you in advance for your interest in ITC procurement opportunities.



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INSTRUCTIONS FOR SUBMISSION OF OFFERS

1.1 General

ITC solicits Offers in response to this RFQ. Bidders must strictly adhere to all the requirements of this RFQ.

Submission of an Offer shall be deemed to constitute an acknowledgement by the Bidder that all obligations stipulated by this RFQ will be met and unless specified otherwise, the Bidder has read, understood, and agreed to all the instructions provided in this RFQ.

Any Offer submitted will be regarded as an offer by the Bidder and not as an acceptance by the Bidder of any offer by ITC. This RFQ does not commit ITC to award a contract.

Bidder shall bear any, and all costs and expenses related to the preparation and/or submission of the Offer, regardless of whether its Offer was selected or not.

Unless otherwise stated in this RFQ, all times indicated in this RFQ are Geneva time.

1.2 Submission of an Offer

Bidders are required carefully read, sign when applicable, and submit in the English language, the following documents:

- UN/ITC General Conditions of Contract signed to confirm your acceptance (Annex A).
- Terms of reference (Annex B).
- A financial offer, dated and signed, with a fixed price exempt of VAT.
- Information in sufficient scope and detail to allow ITC to consider whether your company has the necessary capability, experience, knowledge, expertise, licenses, financial strength, and the required capacity to deliver the equipment specified at a high professional level.
- Any attachments and/or appendices to your Offer.

Offers must be submitted via ITC's **Electronic bidding system In-Tend**.

ITC does not assume any responsibility for any missing and/or illegible pages of Offers, and this may result in rejection of your Offer.

1.3 Closing Date

It is the responsibility of the Bidders to ensure that their Offer is submitted via Intend before the closing date. Offers must be received in In-Tend no later than **18 October 2023** before midnight. ITC takes no responsibility in any late reception. Offers received after the Closing Date will be rejected and therefore not considered or evaluated, except in exceptional circumstances.

1.4 Clarifications

For clarifications regarding this RFQ, please contact the Procurement Officer in writing, **via In-Tend**, no later than **01 October 2023**. All communications in connection with this RFQ must be conducted in writing between the Bidder and the Procurement Service, via ITC's Electronic bidding system In-Tend. No communication, written or verbal, is allowed in connection with this RFQ, with any ITC staff members outside of Procurement Services. In order to maintain transparency, all Bidders' requests for clarifications and ITC responses will be recorded and circulated through In-Tend, without indicating the source of the request.

1.5 Validity of Offers

Your Offer shall be irrevocable and remain valid for acceptance for at least a 180 - day period, commencing one day after the Closing Date.

If deemed necessary by ITC, Bidders may be requested to extend the validity of their Offers for an additional period(s), in order to finalize the solicitation process. If the extension of the validity period is accepted by a Bidder, the Bidder will not be permitted to otherwise modify or consequently withdraw its Offer.

1.6 Withdrawal and Modification of Offers

Offers may be modified or withdrawn in writing, at any time prior to the Closing Date. Modification and/or any other complementary information shall be submitted via In-Tend before the Closing Date.

Offers may not be modified or withdrawn after the Closing Date. If an Offer is modified or withdrawn by the Bidder after the Closing Date, ITC shall be entitled, without prejudices to any other remedies available to ITC, for financial compensation. In addition, the Bidder's registration status as an ITC Vendor may be subject to review by the ITC and may be grounds to suspend or remove the Bidder from the ITC vendor roster.

1.7 Rejection of Offer

ITC reserves the right to reject an Offer if it does not adhere to the RFQ instructions. ITC will provide the Bidders, upon written request, with the reasons for their Offer rejection.

1.8 Evaluation Criteria

All Offers will be evaluated, and the Offer that meets all the technical requirements and offers the lowest price may be selected.

1.9 Selection Process

ITC reserves the right, at its sole discretion, to:

- Award separate or multiple contracts for same or different elements covered by this RFQ in any combination it may deem appropriate, or only a portion of the requirements. If an Offer is submitted on an "all or none" basis, it should be clearly stated as such.
- Reject any or all Offers received in response to this RFQ and negotiate with any of the Bidders in any manner deemed to be in the best interest of ITC.
- Add new considerations, information, or requirements at any stage of the process.

In exceptional situations, ITC may cancel this RFQ by a written notification to Bidders.

1.10 Notice of Award

The selected Bidder(s) will be notified in writing that ITC is considering an award of contract. The contract award shall be subject to both parties mutually agreeing to the contract terms and conditions. No legal obligation exists until the contract is finalized and signed by both parties or until the issuance of a Purchase Order (PO) by ITC.

Unsuccessful Bidders will be notified in writing. ITC has the right to retain unsuccessful Offers.

1.11 UN's Conditions

This RFQ is subject to the UN General Conditions of Contract (GCC). The GCC shall become an integral part of any Contract or Purchase Order resulting from this RFQ. You may find the GCC at <https://www.un.org/Depts/ptd/about-us/conditions-contract>. By submitting an Offer, the Bidder confirms that it has accessed, read, understood, agreed, and accepted the UN GCC.

COMMERCIAL INSTRUCTIONS

1.12 Payment Terms

The standard ITC terms of payment are net 30 days following satisfactory delivery of goods, performance of services and submission of an invoice, whichever is later. The provisions of Incoterms 2010 shall apply to any delivery terms specified in this RFQ.

The standard ITC policy is to preclude advance payments or payment by Letters of Credit. Such provisions in an Offer may be prejudicial to its evaluation by ITC.

1.13 Currency

Prices may be quoted in a currency other than the US Dollar. However, for the purposes of comparison of all Offers, ITC will convert the currency quoted in the Offer to US Dollar, in accordance with the prevailing UN Operational Rate of Exchange at the Closing Date.

Unless otherwise agreed by the parties, the final contract/Purchase Order awarded to the selected Bidder, Bidder's invoices and ITC payments will be made in the currency as originally quoted by the Bidder in its Offer.

1.14 Price

The offered price should be all inclusive. If your price excludes certain fees and/or charges, you must provide a detailed list of excluded fees, with a complete explanation of the nature of those fees. Unless otherwise provided in this RFQ, the contract shall be concluded on a Firm Fixed Price basis, and shall not be subject to any adjustment, including the actual cost incurred by the Bidder in performing the contract or any market price change.

1.15 GSA Clause (for USA vendors only)

ITC is officially eligible, under the United States Foreign Assistance Act of 1961, to receive full benefits under General Services Administration (GSA) Contracts. Accordingly, Offer must specify whether or not items quoted by the Bidder are currently subject to GSA Federal Supply pricing and indicate the GSA Contract Number and Expiration Date, wherever applicable.

1.16 Miscellaneous

Bidders may find the UN Procurement Manual and UN Financial Regulations and Rules, which are applied to this RFQ, at <https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/pm.pdf>.

1.17 One UN

The selected Bidder may be required to make the benefits of any contract/s resulting from this solicitation available to other UN Entities.

Vendor Registration and update of information. Bidders must start the registration process in the United Nations Global Market (UNGM) located at <http://www.ungm.org> to be able to submit via In-tend.

The Bidder must be fully registered in order to benefit from a contract award. Bidders who have already registered in the UNGM shall keep the information updated at <http://www.ungm.org>.

1.18 Code of Conduct.

By submitting an Offer, the Bidder confirms that it has accessed, read, understood, and agrees to comply with the UN Supplier Code of Conduct, which, amongst others, prohibits collusive Bidding, anti-competitive conduct, improper assistance, and corrupt practices.

Bidders should refer to the UN Supplier Code of Conduct for further information at <https://www.ungm.org/Public/CodeOfConduct>.

The procurement of goods and/or services by the International Trade Centre shall be in compliance with United Nations Security Council resolutions, and the rules, regulations and policies promulgated by the United Nations' principal organs.

1.19 Confidentiality

Unless otherwise indicated by ITC, ITC will consider and treat the Offers received as confidential and commercially proprietary.

This RFQ is confidential and proprietary to ITC, contains privileged information, part of which may be copyrighted, and is communicated to and received by Bidders on the condition that no part thereof, or any information concerning it may be copied, exhibited, or furnished to others without the prior written consent of ITC; except that the Bidder may exhibit the specifications to prospective sub-contractors for the sole purpose of obtaining Offers from them. The Bidder shall remain responsible towards ITC for any act or omission of such prospective sub-contractor, including breach of confidentiality obligation.