



## WMO OMM

World Meteorological Organization  
Organisation météorologique mondiale  
Organización Meteorológica Mundial  
Всемирная метеорологическая организация  
المنظمة العالمية للأرصاد الجوية  
世界气象组织

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# REQUEST FOR QUOTATION (RFQ)

**Management Retreat, March 3–4, 2025**

RFQ Reference No.: **RFQ 2501-25**

Country: Switzerland

Issued on: 07 January 2025

## SECTION 1: LETTER OF INVITATION

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

Description
Management Retreat 3-4 March 2025
<b>WMO Contact Details</b> (Please include the RFQ Reference No. in all communications)
E-mail: <a href="mailto:tenders@wmo.int">tenders@wmo.int</a>
Address: 7bis, avenue de la Paix, C.P. 2300 CH-1211 Geneva 2 – Switzerland

To ensure consideration, your complete, detailed quotation should be submitted by email to [tenders@wmo.int](mailto:tenders@wmo.int) and no later than **27 January 2025, 15H00 Geneva Time (Switzerland)**. Bids received after the submission deadline will be invalidated.

If any doubt exists as to the time zone in which the quotation should be submitted, refer to <http://www.timeanddate.com/worldclock/>.

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

- Annex A:** Terms of Reference
- Annex B:** Evaluation Criteria
- Annex C:** WMO General Conditions of Contract
- Annex D:** Financial Offer Form

Bidders who are already participant of the [UN Global Compact](#) shall provide WMO with their annual “Communication on Progress” report. Bidders who have not yet joined the UN Global Compact are strongly encouraged to do so and to inform WMO accordingly.

**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 quotation. Any such contract will require compliance with all factual statements and representations made in the quotation, subject to any modifications to the quotation agreed to by WMO in the context of negotiations, in the event that negotiations have been entered into.

Your quotation 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 quotation shall clearly and concisely respond to all points set out in this RFQ. Any quotation which does not fully and comprehensively address this RFQ may be rejected.

You should strictly adhere to all requirements of this RFQ, thereby duly noting the Instructions to Bidders below. 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 quotation under this RFQ.

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 quotation.

**With kind regards**

WMO Procurement Section

## SECTION 2: INSTRUCTIONS TO PROPOSERS

### 1. SCOPE OF GOODS/SERVICES

In response to this RFQ, WMO invites quotations for the provision of the following goods/services further described, in **Annex A: Terms of Reference**.

### 2. ACKNOWLEDGING PARTICIPATION BY THE BIDDER

Prospective bidders are kindly requested to inform WMO whether their company/organization intends to submit a quotation before the designated submission deadline specified in the cover letter of this RFQ.

### 3. RFQ DOCUMENTS

- 3.1** Bidders are expected to examine all terms and conditions in the RFQ documents. Failure to comply with these documents will be at the bidders' risk and may affect the evaluation of their quotations.
- 3.2** A prospective bidder requiring any clarification of the RFQ documents may notify WMO by email: [tenders@wmo.int](mailto:tenders@wmo.int). All requests for clarification shall be submitted to WMO by **20 January 2025**. The response will be made available on the United Nations Global Marketplace (UNGM) to any request for clarification of the RFQ documents that WMO receives earlier than prior to the deadline for the submission of quotations. Written copies of the response (including an explanation of the query but without identifying the source of inquiry) will be made available on UNGM to all prospective bidders.
- 3.3** WMO may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, amend the RFQ documents. All prospective bidders that have confirmed participation will be notified in writing of any amendments. In order to afford prospective bidders reasonable time in which to take the amendments into account in preparing their quotations, WMO may, at its discretion, extend the deadline for the submission of quotations.

### 4. GENERAL ELIGIBILITY AND QUALIFICATION REQUIREMENTS

- 4.1** WMO requires that bidders provide professional, objective, and impartial advice and technical assistance, and at all times hold WMO's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Bidders shall not be hired for any assignment that would be in conflict with their prior or current obligations to WMO, or that may place them in a position of not being able to carry out the assignment in the best interest of WMO. All bidders found to have a conflict of interest may be disqualified.
- 4.2** Without limitation on the generality of the above paragraph, a bidder shall not be eligible to participate in this procurement or be considered for any eventual contract if the bidder, or any employee, executive, manager or director thereof, is associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by WMO to provide consulting services for the preparation of the technical specifications, terms of reference or any other substantive documents to be used for the procurement of the goods/services under this RFQ.
- 4.3** Bidders may be requested to provide such evidence of their continued eligibility to WMO, as WMO shall reasonably request.
- 4.4** Eligibility and qualification will also be based on the bidder meeting the minimum qualification requirements regarding the bidder's general and particular experience, personnel and equipment capabilities, as demonstrated and submitted by the bidder (**Annex B**).

## 5. PREPARATION OF QUOTATIONS

- 5.1** Unless otherwise specified, the quotation prepared by the bidder and all correspondence and relevant documents exchange with WMO relating to the RFQ shall be written in the English language.
- 5.2** The quotation shall comprise the following documents:
- (a)** Responses to all qualification requirements submitted in accordance with **Annex B**
  - (b)** Substantive evidence that the bidder meets all requirements of the RFQ. For this purpose, the bidder should submit a duly completed and signed quotation, in addition to any other relevant documents, including CV of key personnel, references, organigramme, certificate of incorporation, list of similar projects.
  - (c)** Price quotation(s) in PDF and in Excel version (**Annex D**)
- 5.3** The bidder shall submit PDF versions of all duly completed, date - stamped and signed documents composing their quotation. All signatures shall be effected by a duly authorized representative of the bidder.
- 5.4** Other information/documentation requested in this RFQ or which the bidder deems relevant for submission may be uploaded as an attachment to the quotation.
- 5.5** The bidder must submit their proposed price(s) and/or fee(s) which have been designated for this RFQ. Dependent on the RFQ, a separate price schedule or cost-breakdown template may be provided by WMO for completion by bidders.
- 5.6** The bidder shall indicate their best firm fixed total price and unit prices for the goods/services specified in this RFQ. Equipment, parts and supplies, if applicable, shall be normally quoted DPU, named place of destination (INCOTERMS 2020), unless otherwise indicated.
- 5.7** Discounts, if any, which the bidder may wish to grant to WMO, and the terms of such discounts shall be indicated separately in the appropriate field.
- 5.8** By submitting the quotation by email, the bidder (i) confirms that their quotation has been approved by a duly authorized representative of the bidder and (ii) agrees and acknowledges to be bound by the terms and conditions of the RFQ.

## 6. VALIDITY

Quotations shall remain valid for at least ninety (90) days after the deadline for submission of quotations.

## 7. SELECTION CRITERIA

- 7.1** Goods/services offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described in the RFQ.
- 7.2** Where applicable, WMO reserves the right to conduct the evaluation and award the contract based only on the prices of the goods/equipment, on an ex-works, packed basis, if the transportation costs (freight and/or insurance) offered by bidders are found to be higher than WMO'S own estimated costs if sourced from its own freight forwarder and insurance provider.
- 7.3** In due consideration of WMO 's procurement principles, the organization's best interest and best value for money, the contract/purchase order shall be awarded to the qualified bidder whose quotation has obtained the highest combined scoring resulting from the technical and the commercial evaluations.

- 7.4** WMO will notify the successful bidder in writing that their quotation has been accepted. Following the signature of the contract with the successful bidder, WMO will notify the unsuccessful bidders that an award decision has taken place.

## **8. RETENTION OF QUOTATIONS**

Following submission of the quotations and final evaluation, WMO will retain the quotations of both the successful and unsuccessful bidders.

## **9. NO COMMITMENT**

- 9.1** This RFQ does not commit WMO to award a contract/purchase order. WMO reserves the right to accept or reject any quotation, or to annul this RFQ and reject all quotations, at any time prior to award, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the reasons for WMO's action.
- 9.2** WMO also reserves the right to negotiate and award only a portion of the requirement; to negotiate and award separate or multiple contracts/purchase orders for the elements covered by this RFQ in any combination it may deem appropriate, in its sole discretion; to add new considerations, information or requirements at any stage of the procurement process, including during negotiation with bidders; and reject the quotation submitted by any bidder that has previously failed to perform properly or on time contracts of a similar nature, or of a bidder that, in the opinion of WMO, is not in a position or is not sufficiently qualified to perform the contract.
- 9.3** This RFQ contains no contractual proposal of any kind; any quotation submitted will be regarded as a quotation by the bidder and not as an acceptance by the bidder of any quotation by WMO. No contractual relationship will exist except pursuant to a written contract signed by the authorized official of WMO and by the successful bidder(s) awarded by WMO.

## **10. SIGNING OF CONTRACT/PURCHASE ORDER**

After the successful bidder's acceptance of the WMO contract award, WMO will send the bidder the contract incorporating all agreements between the parties. The successful bidder shall sign and date the contract and return one original set of the documents to WMO no later than one (1) week of the receipt of the contract documents.

## **11. PAYMENT**

The Financial Regulations and Rules of WMO preclude payment by letters of credit. Such provision in a quotation will be prejudicial to its evaluation by WMO. The normal terms of payment by WMO are 30 days upon satisfactory delivery of goods or performance of services and receipt of invoice, and the acceptance thereof by WMO, whichever is later.

## **12. CONFIDENTIALITY**

- 12.1** It is understood that this RFQ is confidential and proprietary to WMO, contains privileged information, part of which may be copyrighted, and is 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 WMO.
- 12.2** Any effort by a bidder to influence WMO in the examination, evaluation and comparison of the quotations or award decisions may result in the rejection of their quotation.
- 12.3** From the time the quotations are opened to the time the contract/purchase order is awarded, bidders wishing to contact WMO on any matter related to their quotation should do so in writing to the address indicated in the cover letter of this RFQ.