

INVITATION TO BID (ITB) INTERNATIONAL REGISTERED MAIL SERVICES

ITB No. MSU/18/027/ITB

February 27, 2018

Table of content

Introduction to WIPO	2
A. Tender process	2
1. Subject of the tender.....	2
2. Submission deadlines (dates)	2
3. Conditions of the bids	2
4. Evaluation of the bids / Selection	2
5. Payment conditions and VAT exemption	3
6. WIPO's Rights	3
7. Contract terms and conditions	3
B. Terms of Reference (ToRs)	4
C. Bidding Instructions	4
1. Intention to bid	4
2. Bidders Queries	4
3. Content of the BID	4
4. How to submit proposals.....	5
D. Additional information	5
E. List of tender documents	5

Introduction to WIPO

The World Intellectual Property Organization (WIPO) is the global forum for intellectual property policy, services, information and cooperation.

A specialized agency of the United Nations, WIPO assists its 191 member states in developing a balanced international IP legal framework to meet society's evolving needs. It provides business services for obtaining IP rights in multiple countries and for resolving disputes. It delivers capacity-building programs to help developing countries benefit from using IP. And it provides free access to unique knowledge banks of IP information.

A. Tender process

1. Subject of the tender

WIPO hereby invites you to submit a bid to this Invitation to Bid (ITB) n° MSU/18/027/ITB for the provision of International Registered Mail Services. The intention is to establish a one-year contract with two potential extensions of one-year each (1+1+1), starting as of 1 April 2018.

This tender is being managed by Bertrand Delabays, bertrand.delabays@wipo.int.

2. Submission deadlines (dates)

This Invitation to Bid (ITB) has the following deadlines:

- Technical, commercial, or legal queries: 11h00, March 7, 2018 (Geneva time);
- Closing date: 16h00, March 15, 2018 (Geneva time).

3. Conditions of the bids

Language: bidders are requested to submit their bids in English or French;

Validity: bidders are requested to hold their offer valid at least for 90 days from the closing date. WIPO will make its best efforts to select a firm within this period. Please note that the cost of responding to a bid and of negotiating a contract, including any related travel, is not reimbursable, nor can it be included as a direct cost of the assignment.

Currency: bidders are requested to submit their quotes in Swiss francs (CHF), excluding VAT, and should not contain any clause linking those prices to any future fluctuation of the exchange rate between Swiss francs and another currency.

Eligibility: in order to be considered eligible for this ITB, bidders must be registered in the form of a commercial company or equivalent and not be declared to be ineligible to do procurement business with by any organization that belongs to the UN System.

4. Evaluation of the bids / Selection

WIPO will evaluate the bids on the basis of all the information requested in the bidding document set. WIPO may carry out customer reference checks on the basis of information provided by bidders in their respective offer.

The bids will be assessed on technical and financial criteria.

- a. Bidders are requested to complete the Annex C "Technical Questionnaire". The technical compliance of the offers will be evaluated on a "pass/fail" basis, including

the acceptance of WIPO General Conditions. It should be noted that failing to any of the mandatory criteria will lead to the disqualification of the offer;

- b. Bidders are requested to complete the Annex C “Submission Form”. The financial assessment of the offers will be based on the overall annual cost for the service, based on 2017 figures in terms of number of items shipped, weights and destinations.

5. Payment conditions and VAT exemption

Advance payment: in its standard practice, WIPO does not undertake any advance payment. In the event special conditions in connection with this tender require an advance payment, bidders shall submit a written request, duly justified, in their offer. WIPO reserves the right to review the subject request for advance payment and to proceed with its approval, on an exceptional basis. WIPO may require that sufficient guarantees be provided should this request be accepted.

Terms of payment: payments shall be made to the service provider 30 days from receipt of the invoice, provided that the services represented by the invoice have been delivered, and that the service provider has otherwise performed in conformity with the terms and conditions of the Contract, unless WIPO disputes the invoice or a portion thereof.

VAT exemption: please note that WIPO is one of the specialized agencies of the United Nations System with which Switzerland has reached a headquarters agreement allowing fiscal exemption from value added tax (VAT), as well as other taxes and customs duties. The relevant documents will be sent to the selected supplier at the time of awarding the contract. Your offer must therefore be submitted without any VAT and custom duties.

6. WIPO's Rights

Amendments: WIPO reserves the right to modify and/or amend this ITB in any way it may deem necessary. Amendments to this ITB, if any, will be posted on WIPO's e-tendering system (In-Tend). In such a case, the system will automatically notify all bidders who have expressed interest in this ITB. Bidders are therefore advised to log into the system immediately upon receipt of said notification in order to obtain information about the amendments.

Cancellation: According to WIPO's procedures for procurement, WIPO has the right to cancel the ITB at any time before awarding the contract. All participants in the ITB will be notified if a cancellation had to occur.

Disqualification: WIPO reserves the right to disqualify an offer if it fails to meet the requirements of this ITB such as late submission of the offer, submission of the offer outside of the specified method (WIPO's e-tendering system, tender documents not duly completed and signed, failing to enclose the requested documents, etc).

Split and/or partial award: WIPO reserves the right to split the award in any way it may be deemed necessary and to accept a proposal in part.

7. Contract terms and conditions

The selected supplier will be offered a contract for a period of one (1) year, renewable annually for a total maximum period of three (3) years (1+1+1), if applicable.

The contract shall incorporate WIPO's General Conditions of Contract for the Provision of Goods and Services, attached in Annex B.

As an intergovernmental organization, WIPO engages in a public procurement process and relies on standardized contract terms in order to offer uniform conditions to all bidders. WIPO also adheres to certain legal standards and practices of good governance that are shared among all UN system organizations. WIPO is therefore not in a position to accept significant changes to the WIPO General Conditions of Contract.

Any proposed modifications to the WIPO General Conditions must be stated latest in the bid and will be subject to further review before a contract can be concluded with the supplier. Please note that non-conformity with the WIPO General Conditions can negatively impact on the evaluation of a bid.

The fees/prices included in the Bid Form must remain valid throughout the duration of the contract.

B. Terms of Reference (ToRs)

Detailed ToRs of the requirement which is the subject of this tender can be found in the attached Annex A – Terms of Reference.

C. Bidding Instructions

1. Intention to bid

Vendors are kindly requested to return the attached Annex D - Acknowledgement Form, duly signed, via the “correspondence” tab of the WIPO e-tendering system (In-Tend). The Acknowledgement Form should advise whether your company intends to submit a Bid and if not, indicate the reason.

2. Bidders Queries

For clarifications regarding this ITB, please contact Procurement personal exclusively in writing, via the “correspondence” tab, no later than **Monday 7 March 2018 at 11:00** (Geneva Time). No communication, written or verbal is allowed in connection with this ITB, with any WIPO staff members other than Procurement personal. Queries received after the above deadline may not be considered.

In order to maintain transparency, a consolidated and anonymous list of all queries received, together with WIPO’s responses, will be published at the designated area within WIPO e-tendering system (In-Tend).

3. Content of the BID

Bidders are requested to complete, sign and submit the Annex C - Technical Questionnaire and Submission Form. All requested documents must be uploaded via WIPO e-tendering system (In-Tend).

The bid shall include information in sufficient scope and detail to allow WIPO to consider whether your company has the necessary capability, experience, knowledge, expertise, licenses, financial strength and the required capacity to perform the work specified at a high professional level, as well as any attachments and/or appendices required hereunder.

4. How to submit proposals

Your bid must be submitted via the WIPO e-tendering system (In-Tend) at <https://ungm.in-tend.co.uk/wipo/>.

Kindly refer to Annex E - WIPO e-tendering system (In-Tend) for detailed instructions on how to submit your bid electronically.

WIPO does not assume any responsibility for any missing and/or illegible pages of bids, and this may result in rejection of your bid. Only submissions submitted as indicated herein can be accepted. Submissions by any other means, or to any other address, will be rejected. Vendors who submit (a copy of) the bid directly to Procurement personal (by fax, electronically or by any other means) will be disqualified.

D. Additional information

This ITB does not commit WIPO to award a contract or to issue a Purchase Order.

E. List of tender documents

n/a	MSU/18/027/ITB Invitation Letter (this document)	
Annex A	Terms of Reference (ToR)	
Annex B	WIPO General Conditions	
Annex C	Technical Questionnaire and Submission Form	To be returned duly completed and signed
Annex D	Acknowledgment Form	To be returned duly completed and signed
Annex E	WIPO e-tendering system (In-Tend) instructions	
Annex F	Draft Contract	